

GTCC PROGRAM CHANGE FORM

Mail: Guilford Technical Community College, PO Box 309, Jamestown, NC 27282 Fax: 336-819-2045

Directions: Complete **all** required parts and get required signatures.

- If you are in a limited enrollment program (Health Program, EMS, Cosmetology, Aviation) you do not complete this form.
- Complete areas that only apply to you
- Remember to include level if changing or adding a program (degree, diploma, and certificate)
- Receive the signature of Student Success Center staff member, department chair or program director.
- If you receive financial aid, veteran benefits and/or F1 Visa get the signature of a representative in those areas.
- Note: When you complete a program change you are moved to the most recent catalog year.
- Advisor assignments are done monthly at the end of each month. If you have completed a program change it will be based on the primary program.

To be completed by the Student

Student Id Number _____

Name: _____
(Last) (First) (Middle)

Check all that apply:

_____ I receive financial aid, this includes scholarships _____ I receive veteran benefits

Please select one or more:

- A. **Changing Catalog Year** – If you plan to move your catalog year to the most recent catalog year but not change your program, complete the section below.

Change Program Catalog Year from _____ to _____ Program Code: _____

- B. **Adding Program**

Program Adding: _____
_____ Degree _____ Certificate _____ Diploma

Program Adding: _____
_____ Degree _____ Certificate _____ Diploma

Program Adding: _____
_____ Degree _____ Certificate _____ Diploma

- C. **Closing Program**

Program Closing: _____
_____ Degree _____ Certificate _____ Diploma

Student Signature: _____

Date: _____

Staff Signatures on back

To be completed by Student Success Center Staff Member/Department Chair/Program Director

Please fill out one or more (be sure to use full program code e.g. A25100)

A. Changing Catalog Year Only: New Catalog Year _____ Program Code _____ (Required)

B. Adding Program: Added Program Code _____ Catalog year _____ Start Term* _____ (Required)
 Primary: YES (closing previous primary program) or NO (not closing previous primary program)
 ADDL Program Code _____ Catalog _____ Program Code _____ Catalog _____

C. Closing Program: Closed Program Code _____ Catalog year _____ (Required)

* Start Term is by default the upcoming semester in which the student is beginning the new program. For example, if the request is made to begin a new program in February, the start term will be either summer or fall depending on when the student plans to begin taking classes in the new program. Requests to set the start term as the current semester will be considered on a case by case basis by the records office.

Requirements	Status: Check Yes or No	Screen Location	Notes: If selected yes, list what is missing or what hold student has.
High School/GED Transcript Needed?	() YES () NO	IASU	
College (s) Transcript Needed?	() YES () NO	IASU	
Placement Test Needed?	() YES () NO	TSUM	
Transcript Evaluation Needed?	() YES () NO	EXTS	
Any Holds?	() YES () NO	PERC	

Student Success Center Staff/Faculty Advisor/Dept. Chair/Program Director (Print Name): _____

Student Success Center Staff/Faculty Advisor/Dept. Chair/Program Director (Signature): _____ Date: _____

To be completed by Financial Aid

Financial Aid Advisor Signature: _____ Date: _____

To be completed by Veteran Office

Veteran Representative Signature: _____ Date: _____

To be completed for "F1 Visa" Students

International Advisor Signature: _____ Date: _____

To be completed by Processing

____ Program Code Changed Date: _____ Processed By: _____

____ Start Term approved as current term Date: _____ Processed By: _____

(must have financial aid and/or veterans' signature above)