



Program Change Request Form

Fax to: 770-528-4218 OR scan/email: registrarsoffice@chattahoocheetech.edu

Please choose **one** of the following options: ___ New Student: have never started classes at CTC.

___ Current Student: currently taking CTC classes/ eligible to register at CTC.

Name _____ Student ID/SSN _____

Street _____ Apt # _____

City _____ County (ex: Cobb, Cherokee) _____ State _____ Zip _____

Best Number to be reached: _____ Email _____

Desired Term to be **Effective** (select one): _____ Fall _____ Spring _____ Summer _____ Year _____

Current Program	New Program**
Certificate _____ Diploma _____ AAS Degree _____	Certificate _____ Diploma _____ AAS Degree*** _____

Please be advised of the following:

- *If you are currently coded as special admit or transient, or you want to change to special admit or transient, you would list those as your program (**additional paperwork may be required to submit by posted document deadline**).
- **If graduating, but want to continue taking classes in a different program, **you need to complete an Application for Admission.**
- ***If changing to an associate degree, you **may** also need to complete a HOPE Scholarship Evaluation Request Form
- Changing your program may result in additional coursework, testing requirements, admissions documents, and/or **changes in financial aid eligibility.**
- Students receiving Veteran's benefits **may** be required to complete additional paperwork for the VA through the Financial Aid Office.
- Changing your program **could** result in your **current** curriculum being **deleted or changed** to meet current catalog requirements.

Student's Signature _____

Date _____

Office Use Only:

*If not eligible to register for current or next available term, student must fill out app/readmit form.

___ Yes ___ No High School/GED Transcript Here
___ Yes ___ No Required college transcripts have been received
___ Yes ___ No Transient letter received (if applicable)
___ Yes ___ No Holds on Record
___ Yes ___ No Credit for new program required English and/or math; or
Adequate Test Scores for Regular/Provisional Admit; or
Test Scores Expired: must retest in: ___ Reading ___ Writing ___ Math

Processed By _____ Date _____ Effective _____