Chattahoochee TECHNICAL COLLEGE

Program Change Request
Submit to a Student Affairs Office
Email: Records@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 **will** 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 _____

Revised 9/11/2014