## **Program of Study Changes**

Students may change their program of study with approval from an Academic Advisor or a Student Services Representative.

Program changes made after the first day of classes for the semester <u>will not become effective until the next semester</u>. Therefore, it is crucial that you make a program change prior to the beginning of the semester in which you wish the change to become effective.

ATTENTION FINANCIAL AID RECIPIENTS: If you are changing your program of study, you must notify the Financial Aid Office immediately.

Name Please print legibly	Student ID #
Change from	То
Authorization I hereby authorize Caldwell Community Coll	lege and Technical Institute to change my program of study as indicated above.
Signature	Date
	For Office Use Only
Advisor Signature	Updated in Datatel

Date

## **Directions for Completion and Submission**

This is a fillable PDF, so you can complete the form online.

Signature

1. Once you have completed the form, click the "Print" button on the top, right side of this form (printer not required).

**Staff Initials** 

Date

Revised 4/15

2. When the print dialogue box pops up (see image below), you can change the designated printer to "Save as PDF".

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- 3. When you click "Print", you will be prompted to save the PDF, which you can save to the desktop of your computer.
- 4. Use email to send that saved PDF to your advisor, who can then forward it to the Records & Registration Office for keying into Datatel.