

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 will not become effective until the next semester. 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 _____ Student ID # _____
Please print legibly

Change from _____ To _____

Authorization
I hereby authorize Caldwell Community College and Technical Institute to change my program of study as indicated above.

Signature _____ Date _____

For Office Use Only

Advisor Signature _____	Signature _____	Date _____	Updated in Datatel _____	Staff Initials _____	Date _____
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Revised 4/15

Directions for Completion and Submission

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

1. Once you have completed the form, click the "Print" button on the top, right side of this form (printer not required).
2. When the print dialogue box pops up (see image below), you can change the designated printer to "Save as PDF".



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.