About this Form

This form is for current students who want to change their program of study. If you haven't taken classes for two years or more, you must reapply for admission.

Please Read Carefully :

- Changing your program may affect your financial aid. Some types of aid, including federal aid, only pay for classes required for your program. Reconnect students can only have one active program each semester.
- You can request a program change for the current semester or a future one. If you want the change for this semester, submit the form before the last day of classes.
- Talk with your advisor about program requirements before submitting changes.
- If you have accommodations through Disability Support Services and you change your program or major, it's recommended that you meet with a DSS Advocate to review your accommodations to determine which accommodations are most appropriate to the student's new major/program.
- If you graduate but plan to take more classes, you must add a new program starting the semester after graduation.
- Your catalog year will update to the most recent year when your program changes, unless you request a different year. To see catalog years, visit https://catalog.schoolcraft.edu/. You can choose the current year or one of the past five years. To request a different year, email the Records Office at screcord@schoolcraft.edu.

Policy Limitations:

- **If you want to enter a limited or restricted program, you must complete an application with an Advisor.** These programs have special admission requirements. For details, visit http://www/schoolcraft.edu/admissions/selective-admissions.
- To earn another degree, you must complete at least 15 credit hours at Schoolcraft beyond your first degree and meet all requirements for the new degree.

Questions?

For help picking a program of study, contact Academic Advising at eadvise@schoolcraft.edu or call 734-462-4429.

Your Next Steps

1. Fill out all fields on the form. Incomplete forms may be processed.
2. Submit it to the Records Office in person or from your **Schoolcraft email** (not a personal email) to screcord@schoolcraft.edu.

   For privacy and protection, forms must come from your @schoolcraft.edu email address.

Student Information:

Date of Request: _____	**Effective Semester:** _____
Student Name: _____	**Student ID #:** _____
List Your Current City/State*: _____	**Date of Birth:** _____

Program to be ended:

Your current program of study can be found in Ocelot Access > **Student Planning**.

Program Name: _____   **Program Code:** _____

Program Name: _____   **Program Code:** _____

Program(s) to be added:

To view a list of programs, visit **https://catalog.schoolcraft.edu**.

Program Name: _____   **Program Code:** _____

Program Name: _____   **Program Code:** _____

Are you receiving Financial Aid?	☐ No ☐ Yes, and *I understand that changing my program may impact my Financial Aid. Federal aid and Reconnect only cover courses* **required** *for your program.* • **Reconnect Students can only have 1 active program per semester.**

*Does your <u>new</u> program require licensure for employment in the State of Michigan? *For a list of programs requiring licensure, please visit https://schoolcraft.edu/ProfessionalLicensureDisclosure. **If you are located outside of Michigan and want to enroll in a program that requires licensure for employment, you may need to complete the Student Attestation Form before being added to the program.***	☐ No ☐ Yes

I authorize the above changes and understand that changing my program may impact veterans' benefits, financial aid, degree requirements, and my graduation timeline.

Student Signature: _____   Date: _____

Submit this completed form to the Records Office in person or by email to <u>**screcord@schoolcraft.edu**</u>.

For privacy and protection, forms submitted by email must be from your @schoolcraft.edu email address.

For Office Use Only:				
Student Attestation for Licensure Needed:	☐ NA	☐ Yes	☐ Completed	☐ Missing
Has the student applied for graduation this semester?	☐ No ☐ Yes			
Record's Office Approval:	☐ Approved ☐ Requires limited/restricted application. ☐ Process Now ☐ Hold to end of _____ term			
Staff Signature:		**Date:**		
Reviewed by International Student Office (For International Students Only):		Initials _____		