

## CHANGE OF MAJOR or ADD SECOND MAJOR FORM

**Instructions:** Complete this form to change a major OR add a major in a non-selective admission program only. Return to the address above by the first day of instruction of the effective term. Print Clearly.

**NOTE:** Applications for selective admission programs (refer to the KCC catalog or KISC for details) may be obtained from KISC.

Name: \_\_\_\_\_ SSN: \_\_\_\_\_  
Last First MI

Check ONE:  CHANGE MY MAJOR  CHANGE/ADD A SECOND MAJOR

**Present Major:** \_\_\_\_\_  Associate Degree  Certificate

**Change to New Major:** \_\_\_\_\_  Associate Degree  Certificate  
Specialization\*: \_\_\_\_\_ (\*Required for Educational Paraprofessionals, Food Service, New Media Arts majors)

**Change/Add 2nd Major:** \_\_\_\_\_  Associate Degree  Certificate  
Specialization\*: \_\_\_\_\_ (\*Required for Educational Paraprofessionals, Food Service, New Media Arts majors)

**Current Term:** \_\_\_\_\_

I am changing from a **Health Education major** (Nursing, Medical Assisting, etc.). Please see your Program Advisor or the Health Science Department Chair.

Program Advisor/Department Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I am an **International Student** currently on an **F-1 visa**. Submit this completed form, along with your I-20 form to the Honda International Center (HIC) in 'Iliahi 112. An HIC staff member **MUST** sign this form before KISC can process it.

HIC Staff Print Name: \_\_\_\_\_

HIC Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I have applied for or am receiving **Financial Aid and/or Veterans Benefits**. Financial Aid and/or Veterans Benefits eligibility may be affected if you change your major/add a second major. KISC suggests you make an appointment with a Financial Aid Specialist or VA Certifying Official to discuss changing/adding a major.

### STUDENTS - READ AND SIGN BELOW:

- I understand that, unless I am receiving financial aid, I will enter my new major **effective the current term** once this form is completed and submitted to KISC by the cut-off dates specified.
- I understand that if I am a financial aid student, that my new major will not be updated until the start of the following term (i.e. will not be updated in the middle of the term).
- I understand that I must meet all of the graduation requirements for the new major as stated in the catalog of the effective term.

Signature \_\_\_\_\_ Date \_\_\_\_\_

### FOR OFFICE USE ONLY

Banner ID: \_\_\_\_\_ Banner Input By/Date: \_\_\_\_\_ Effective Term: \_\_\_\_\_

SPACMNT: Transcript Evaluation Completed Date \_\_\_\_\_ Major: \_\_\_\_\_

SEVIS Input By/Date: \_\_\_\_\_

Student status: VA  yes  no

Financial Aid  yes  no

HIC  yes  no

Student Type:  Continuing

Returning

First-Time New/Transfer