Transient/Visiting Students
Program of Study Change Form

Name _____ **Student ID#** _____

Email: _____@my.gvltec.edu **Contact Phone:** _____

The changes on this form will not be processed unless it is accompanied by current photo ID.

Indicate change desired:

☐ Change Start Term: from _____ to _____

☑ Additional program (major) **– Justification Required**

☐ Change a program

Program to add	Degree Level (Associate, Diploma, Certificate)	Semester Effective	Program to close	Semester Effective
ND TRAA	------			

Reason for making program change:

☐ Changed from certificate /diploma to associate degree
☐ Need transferable courses
☐ Chose the wrong program (major) when I applied
☐ Was not accepted into a program (major)
☐ Changed my mind after taking classes in the program (major)
☐ Changed my mind after talking with advisor or instructor
☐ Changed my mind after using 'Career Coach'
☐ Changed my mind after attending a Career Talk
☐ Changed my mind after visiting Career Service
☐ Program location is not convenient
☐ Frozen program (no longer offered)
☑ Other Transient/Visiting Student

If you are receiving Federal Student Financial aid (Pell grant, Work Study, loans, etc.), you will need to discuss changing your major and your financial aid status with financial aid staff.

Student Signature_____ **Date:** _____

Click here to print completed form then sign and submit to Student Records.

Office Use Only:

Advising _____ Date: _____

Multiple Program Justification (if applicable):

_____

_____

Admissions: _____ Date: _____

Student Records:_____ Date: _____

Revised 3/30/15