



**Clatsop
Community
College**

Change of Major or Catalog Year

2014-15 deadlines for major changes

6/20/14 (summer) | 9/26/14 (fall) | 1/2/2015 (winter) | 3/27/15 (spring)

In compliance with Department of Education requirements, any change of major request submitted after a term has started cannot take effect during the term.

Name: _____ Clatsop ID: _____
 E-mail: _____ Social Security # (last 4 digits): ____ _
 Phone: _____

Please change my major or catalog year

Current major _____ New major _____ Do you have transfer credit Y N

- A different academic advisor may be assigned to you based on your new major. Check the box if you prefer to keep your current academic advisor, or you will need to fill out an **Advisor Change Request**.
- Catalog year: Current catalog year _____ New Catalog year _____
- Check this box if you have discussed this changes with your academic advisor.

About changing your major

Changing your major is a simple process and requires only this form. Although simple, it may have unintended consequences for you as a student. It is recommended that you consult with your faculty advisor before changing. Depending upon your course selections, changing your major may change your time to degree completion. Also, be advised that it may have financial aid implications regarding Satisfactory Academic Progress.

If you receive Veteran’s Tuition Assistance, do not change your major without consulting your Veteran’s Services Representative. Notification and approval of a change of major is required to retain your benefits.

It is the responsibility of the student to know and to observe the requirements of their degree or certificate program and the rules governing their academic work. Although your academic advisor will attempt to help you make wise decisions, the final responsibility for meeting graduation requirements rests with you—the student.

If you have found a new major you’re passionate about, then congratulations on selecting a new major! We wish you all the best in your academic endeavors.

About changing your catalog year

The Catalog Year indicated in your student record is important for planning your course selection and understanding your graduation requirements. Different catalog years may have different course requirements for the same degree.

You may graduate under the academic requirements in effect in a year in which you were enrolled in any course which counts toward a Clatsop Community College degree or certificate, but not to exceed five years prior to your graduation date. You may not mix requirements from two or more academic years.

Your signature below indicates you have read this, and understand you only may switch your catalog year of record to a more recent year. Once you change to a more recent catalog year, you may not revert to an older catalog. If you have any questions, please contact the Student Services Registration Desk at (503) 338-2411.

Student Signature _____ Date _____

Return to the Registration desk on the first floor of Columbia Hall
Clatsop Community College is an affirmative action, equal opportunity institution.

For Office Use Only

Approved Denied Copy provided to Financial Aid

Processed by: _____ Date _____
 Scanned by: _____ Date _____