



CHANGE OF MAJOR FORM

Name _____ PTC ID# _____ Phone # _____

Instructions to Student

Contact the academic advisor for your new major to discuss your request and to obtain his/her signature. You can find the academic advisor for your new major on the PTC website at www.ptc.edu/advisor

1. This form will not be processed without the signature of the student and an academic advisor (or Career Counselor). **Do not submit this form to the Student Records Office without an advisor signature.**
2. Allow up to 48 hours (Mon-Fri) for processing after form is submitted to Student Records.
3. Any change of major submitted after the add/drop period ends for the current term will be effective the following term.
4. If you are currently registered for classes that are not part of your new major, you will be dropped from those classes when the change of major is processed. Review DegreeWorks or talk with your advisor about courses required for your new major.
5. If you are changing your major into a program that is eligible for federal financial aid, you must have an official high school transcript on file at PTC and meet all admission requirements for a degree-seeking student before your major will be changed.

Current Major _____

New Major _____

(Be specific. For example, if you are changing your major to computer technology, please indicate which concentration: programming, networking, etc.)

Advisor: please include the new major code here before signing. _____

(See list of major codes in Advisor Toolbox in Pathway)

Term you are requesting this change to become effective _____

For which current or upcoming term(s) is the student registered? Fall Spring Summer

Did the student graduate from PTC within the last year? YES NO Graduation Date: _____

Does the student receive Veteran benefits? YES NO

Does the student have transcripts from previous colleges on file at PTC that need to be re-evaluated for additional transfer credit? YES NO

Notes: _____

Student Signature _____

Date _____

Advisor Name (please print clearly) _____

Advisor Signature _____

Date _____