

# STUDENT REQUEST to DECLARE, CHANGE or ADD a MAJOR

RECORDS OFFICE  
Norwalk Community College

**CHANGE EFFECTIVE for Spring 2018**  
(Major updated starting November 1, 2017)

## COMPLETE STEPS 1 – 4 BELOW

**STEP 1** - FILL IN THE INFORMATION BELOW

VETERAN? \_\_\_\_\_ Yes \_\_\_\_\_ No

STUDENT I.D. #: @ \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_

NAME: \_\_\_\_\_  
LAST FIRST MI

TELEPHONE NUMBER: (\_\_\_\_) \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_

**STEP 2** – CHOOSE ONE → I am **DECLARING** \_\_\_\_\_ **CHANGING** \_\_\_\_\_ **\*ADDING** \_\_\_\_\_ a major. (\*Adding a 3<sup>RD</sup> degree requires approval from the Provost and Academic Dean.)

\*Provost and Academic Dean's Authorization (if required for 3<sup>rd</sup> degree) \_\_\_\_\_

SELECT A MAJOR AND CODE FROM THE BACK OF THIS PAGE AFTER TALKING WITH AN ADVISOR/COUNSELOR.

MAJOR SELECTED: \_\_\_\_\_ MAJOR CODE: \_\_\_\_\_

Or  I WANT MY MAJOR TO BE ONE OF THE FOLLOWING. CIRCLE YOUR SELECTION.

- \* HONORS PROGRAM
- \* LEGAL ASSISTANT
- \* MEDICAL ASSISTANT
- \* MEDICAL OFFICE MGMT
- \* NURSING
- \* PHYSICAL THERAPIST ASST
- \* RESPIRATORY CARE
- \* VETERINARY TECHNOLOGY

These are selective admission programs. Students can request these majors, but must talk with an Admissions Counselor about requirements for admission. Admission to these programs requires authorization (see below). Please see an Admissions Counselor (Room E106) for details.

### FOR SELECTIVE ADMISSION PROGRAM COORDINATOR USE ONLY:

\_\_\_\_\_ THIS STUDENT IS ELIGIBLE TO ENROLL IN THE SELECTIVE ADMISSION MAJOR LISTED ABOVE.

\_\_\_\_\_ HOLD FOR CONSIDERATION DATE \_\_\_\_\_

COORDINATOR'S NAME AND SIGNATURE \_\_\_\_\_

**STEP 3 - Continuing Students:** If you are declaring a major for the first time, you must provide the records office with proof of high school graduation or G.E.D. and proof of immunization (if not previously submitted) in order for your major to be declared.

**New Students:** Provide the admissions office with proof of high school graduation or G.E.D. and proof of immunization.

**Returning Students:** If you are returning to the college after a two year absence, go to the Admissions Office for readmission.

ATTACHED IS PROOF OF HIGH SCHOOL GRADUATION or G.E.D. and/or PROOF OF IMMUNIZATION. I AM DECLARING A MAJOR FOR THE FIRST TIME – This proof is required for first-time declarations of majors if not previously submitted.

**STEP 4** - Return the form: New and Readmit students–Admissions Office (E106) / Continuing students–Records Office (E102)

STUDENT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

### FOR OFFICE USE ONLY – Please check appropriate boxes below to verify compliance:

D1 COURSE HISTORY / CURRENT CREDIT PRIORITY 1 STATUS CHECKED – READMISSION NOT REQUIRED \_\_\_\_\_

IMMUNIZATION COMPLIANCE REQUIRED – GOAIMMU VERIFIED \_\_\_\_\_

IF CURRENTLY NON-DEGREE (DZ99), PROOF OF HIGH SCHOOL COMPLETION OR G.E.D. IS REQUIRED – SOAHSCH VERIFIED \_\_\_\_\_

IF A STUDENT IS CHANGING A PREVIOUS MAJOR, PROOF OF HIGH SCHOOL IS NOT REQUIRED – SGASTDN OR SFAREGS CURRICULA VERIFIED \_\_\_\_\_

VETERAN - COPY TO CHRIS DECEW \_\_\_\_\_

KEYED IN BY \_\_\_\_\_ DATE \_\_\_\_\_

\*\*To declare or change a major to the Accounting ((DJ05), Art-Graphic Design (DJ83) or Legal Assistant (DJ88) Certificate programs, a student must already have an Associate's or Bachelor's degree.\*\* DEGREE DETAIL VERIFIED IN SOAPCOL \_\_\_\_\_

# MAJOR CODES

Please use the appropriate code below to designate your choice of major on preceding page of this form.

ASSOCIATE DEGREE PROGRAMS			
Major	Major Code	Major	Major Code
<b>Allied Health</b> Medical Office Management <i>Administrative*</i> <i>Clinical*</i> Nursing* Physical Therapist Assistant* Respiratory Care*	DA10 DA11 DF30 DB94 DB77	<b>Communication Arts</b> Journalism Media Studies Film and Television Production	DB89 DB91 DB90
<b>Art, Architecture and Design</b> Architectural Engineering Technology Construction Technology Design for the Web Fine Arts Graphic Design Interior Design Studio Art	DA22 DA98 DA02 DB42 DA45 DA05 DB40	<b>Computer Science</b> Computer Science Computer Security	DA12 DB92
<b>Business</b> Accounting <i>Career</i> <i>Transfer</i> Legal Assistant* Business Administration: <i>Finance</i> <i>Marketing</i> <i>Management</i> Hospitality Management: <i>Hotel Management</i> <i>Restuarant/Foodservice Management</i> <i>Culinary Arts</i>	DA07 DA09 DB53 DA13 DA14 DA15 DA58 DA59 DA60	<b>Education and Social Science</b> Criminal Justice Early Childhood Education <i>Career</i> <i>Transfer</i> Exercise Science Human Services <i>Career</i> <i>Transfer</i>	DB06 DB11 DB12 DB93 DB35 DB36
		<b>Engineering</b> Engineering Science	DB14
		<b>General Studies</b>	DB31
		<b>Honors Program*</b>	DB33
		<b>Liberal Arts and Sciences - Concentrations</b> Foreign Language Liberal Arts Transfer Mathematics and Science Psychology Teaching Career Pathway Women's Studies Veterinary Technology*	DB07 DB54 DB46 DB00 DB10 DB01 DA06
CERTIFICATE PROGRAMS			
Major	Major Code	Major	Major Code
<b>Allied Health</b> Medical Assistant* Medical Office Specialist	DJ70 DJ09	<b>Computer Science</b> Networking Relational Database Smartphone App Development Web Developer	DK05 DK02 DJ06 DK06
<b>Archaeology as an Avocation</b>	DJ20	<b>Early Childhood Education</b> <i>Administrative option</i> <i>Education option</i>	DJ50 DJ89
<b>Art, Architecture and Design</b> Graphic Design#	DJ83	Child Development Associate Credential	DK07
<b>Business</b> Accounting# Culinary Arts Legal Assistant*#	DJ05 DJ77 DJ88	<b>English as a Second Language</b>	DJ81
<b>Communication Arts</b> Digital Journalism Film and Television Production	DJ07 DJ08	<b>Social and Behavioral Sciences</b> Gerontology Mental Health Group Exercise Instructor	DK03 DJ15 DK59

\* Denotes Selective Admissions Program with limited enrollment. Consult the college catalog for specific admission requirements and deadlines.

# Open only to students who have an Associate or Bachelor's degree.