

# STUDENT REQUEST to DECLARE, CHANGE or ADD a MAJOR

RECORDS OFFICE  
Norwalk Community College

**CHANGE EFFECTIVE for Fall 2017**  
(Major updated starting April 3, 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 \_\_\_\_\_

Rev. 2/16

### Notes to Student:

1. According to Connecticut State law, **proof of immunization for measles, mumps, rubella, and varicella** is required in order to be in a degree or certificate program or to be enrolled as a full-time student (12 credits or more). You can check your immunization status at the Records Office or at the Admissions Office if you are new to NCC this semester.
2. **\*Proof of high school graduation or G.E.D. completion is required if you are declaring a major for the first time.**
3. **If you have been away from the College for 4 or more consecutive semesters (excluding Summer or Winter sessions), you must apply for readmission at the Admissions Office prior to requesting a change of major.**

# 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  <b>Computer Science</b> Computer Science Computer Security  <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>  <b>Engineering</b> Engineering Science  <b>General Studies</b>  <b>Honors Program*</b>  <b>Liberal Arts and Sciences - Concentrations</b> Foreign Language Liberal Arts Transfer Mathematics and Science Psychology Teaching Career Pathway Women's Studies  Veterinary Technology*	 DB89 DB91 DB90  DA12 DB92  DB06  DB11 DB12 DB93  DB35 DB36  DB14  DB31  DB33  DB07 DB54 DB46 DB00 DB10 DB01  DA06
CERTIFICATE PROGRAMS			
Major	Major Code	Major	Major Code
<b>Allied Health</b> Medical Assistant* Medical Office Specialist  <b>Archaeology as an Avocation</b>  <b>Art, Architecture and Design</b> Building Efficiency and Sustainable Technology Graphic Design#  <b>Business</b> Accounting# Culinary Arts Legal Assistant*#  <b>Communication Arts</b> Digital Journalism Film and Television Production	 DJ70 DJ09 DJ20  DJ90 DJ83  DJ05 DJ77 DJ88  DJ07 DJ08	<b>Computer Science</b> Networking Relational Database Smartphone App Development Web Developer  <b>Early Childhood Education</b> <i>Administrative option</i> <i>Education option</i> Child Development Associate Credential  <b>English as a Second Language</b>  <b>Social and Behavioral Sciences</b> Gerontology Mental Health  Group Exercise Instructor	 DK05 DK02 DJ06 DK06  DJ50 DJ89 DK07  DJ81  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.