

STUDENT REQUEST to DECLARE, CHANGE or ADD a MAJOR

RECORDS OFFICE
Norwalk Community College

CHANGE EFFECTIVE for Fall 2018
(Major updated starting April 1, 2018)

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 3RD degree requires approval from the Provost and Academic Dean.)

*Provost and Academic Dean's Authorization (if required for 3rd 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
Allied Health		Communication Arts	
Medical Office Management		Journalism	DB89
<i>Administrative*</i>	DA10	Media Studies	DB91
<i>Clinical*</i>	DA11	Film and Television Production	DB90
Nursing*	DF30	Computer Science	
Physical Therapist Assistant*	DB94	Computer Science	DA12
Respiratory Care*	DB77	Computer Security	DB92
Art, Architecture and Design		Education and Social Science	
Architectural Engineering Technology	DA22	Criminal Justice	DB06
Construction Technology	DA98	Early Childhood Education	
Design for the Web	DA02	<i>Career</i>	DB11
Fine Arts	DB42	<i>Transfer</i>	DB12
Graphic Design	DA45	Exercise Science	DB93
Interior Design	DA05	Human Services	
Studio Art	DB40	<i>Career</i>	DB35
Business		<i>Transfer</i>	DB36
Accounting		Engineering	
<i>Career</i>	DA07	Engineering Science	DB14
<i>Transfer</i>	DA09	General Studies	DB31
Legal Assistant*	DB53	Honors Program*	DB33
Business Administration:	DA67	Liberal Arts and Sciences - Concentrations	
<i>Finance</i>	DA13	Foreign Language	DB07
<i>Marketing</i>	DA14	Liberal Arts Transfer	DB54
<i>Management</i>	DA15	Mathematics and Science	DB46
Hospitality Management:		Psychology	DB00
<i>Hotel Management</i>	DA58	Teaching Career Pathway	DB10
<i>Restuarant/Foodservice Management</i>	DA59	Women's Studies	DB01
<i>Culinary Arts</i>	DA60	Veterinary Technology*	DA06
CERTIFICATE PROGRAMS			
Major	Major Code	Major	Major Code
Allied Health		Computer Science	
Medical Assistant*	DJ70	Networking	DK05
Medical Office Specialist	DJ09	Relational Database	DK02
Archaeology as an Avocation	DJ20	Smartphone App Development	DJ06
Art, Architecture and Design		Web Developer	DK06
Graphic Design#	DJ83	Early Childhood Education	
Business		<i>Administrative option</i>	DJ50
Accounting#	DJ05	<i>Education option</i>	DJ89
Culinary Arts	DJ77	Child Development Associate Credential	DK07
Legal Assistant*#	DJ88	English as a Second Language	DJ81
Communication Arts		Social and Behavioral Sciences	
Digital Journalism	DJ07	Gerontology	DK03
Film and Television Production	DJ08	Mental Health	DJ15
		Group Exercise Instructor	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.