



CHANGE IN PROGRAM OF STUDY

This form **cannot** be used to change to any **Health Science program, Basic Law Enforcement, or Special Credit**. These programs require a new Admissions Application. Acceptance into these programs is contingent upon meeting specific admission requirements; please see the Admissions office, a program advisor or a counselor for further information.

Instructions and Gainful Employment program list are located on the reverse of this form.

STUDENT INFORMATION

Student ID Number	Last Name	First Name	Middle

PROGRAM ADDITION INFORMATION:

Primary Program:	Effective Semester:	Advisor or Academic Director signature (REQUIRED):

Check only if student does not intend to add all programs associated with the primary programs NO

Secondary Program:	Effective Semester:	Advisor or Academic Director signature (REQUIRED):

Check only if student does not intend to add all programs associated with the primary programs NO

PROGRAM DELETION INFORMATION:

Program Name:	Effective Semester:	Are you graduating from this program?

STUDENT AGREEMENT TO TERMS:

IMPORTANT! By signing this form, I agree to understanding that by changing my program of study:

1. I risk losing all or part of my prior credits toward the new program of study.
2. My eligibility for **Financial Aid** may change and it is my responsibility to check with the Financial Aid Office before submitting this form to determine how this change will affect my Financial Aid.
3. I have been given any **Gainful Employment** information for any added eligible program listed on the reverse of this form by an agent of the college.

Student Signature:	Date:

PROCESSING INFORMATION (For Registrar's Office Use ONLY):

Processed by:	Date:

Carteret Community College
3505 Arendell Street, Morehead City, NC 28557-2989



INSTRUCTIONS

Students requesting to change their program of study **must** use the following procedure:

1. Complete the Program Addition section completely.
2. Complete the Program Termination section if applicable.
3. Acquire the appropriate signatures as indicated below.
 - a. For applied science programs, each program advisor's signature is required.
 - b. For transfer programs (Associate in Arts, Associate in Science, Associate in Fine Arts: Visual Arts) the Dean of Arts and Sciences, the appropriate advisor in Arts and Sciences or a Counselor signature is required.
4. Return completed form to Main Reception desk in McGee building in person, by mail to Attn: Office of the Registrar - 3505 Arendell St – Morehead City NC 28557, by fax to 252-222-6265, or by email to registrar@carteret.edu.

GAINFUL EMPLOYMENT PROGRAM LIST

Program	Code
Aquaculture: Diploma	D15120
Basic Law Enforcement *New Application required	C55120
Boat Manufacturing & Service (Composite Boat)	D60330CB
Boat Manufacturing & Service (Marine Service)	D60330MS
Cosmetology	D55140
Cosmetology Instructor	C55160
Criminal Justice Technology (BLET Crosswalk): Diploma	D55180BL
Early Childhood Education: Diploma	D55220
Esthetics	C55230
Health Science: Therapeutic & Diagnostic Services (Nurse Aid)	D45970
Hospitality Management (Diploma)	D25110
Human Services Technology (Diploma) *New Application required	D45380
Medical Assisting (Diploma)	D45400
Therapeutic Massage (Diploma) *New Application required	D45750