

Gwinnett Technical College

Change of Major Form

Change Request for _____ Term of _____ Year

This form must be completed with all signatures and submitted to the Move on When Ready office by the change of major deadline for any given term. If received after that date, the form will not be processed. Refer to www.GwinnettTech.edu for all dates and deadlines.

GTC Student ID: _____ Print Name: _____

E-Mail Address: _____

Do you have any changes on your information? ___ Yes ___ No *If yes, please write the new information below.*

Address: _____ City: _____ Zip Code: _____

County: _____ Phone: _____

Current Student Record (Changing From): Complete all that apply.

Program of Study: _____	Program Code: _____	Initial to Decline
Concentration: _____	Concentration Code: _____	<input type="checkbox"/>
Campus (Check one): ___ Lawrenceville ___ Alpharetta-North Fulton		

New Student Record (Changing To): Complete all that apply.

Program of Study: _____	Program Code: _____	Effective Term: _____
Concentration: _____	Concentration Code: _____	
Campus (Check one): ___ Lawrenceville ___ Alpharetta-North Fulton		

Please read the following statements, initial the boxes and then sign below:

- I understand it is my responsibility to contact the Program Advisor for the new Program of Study for any additional requirements and sequencing of program courses.
- Classes for the upcoming term which are not required for the new major must be dropped before the change of major form can be submitted for processing. It is the student's responsibility to verify the course offerings for the Program of Study, and to verify they are approved MOWR courses.
- I understand for college graduation I must meet the program requirements listed in the catalog effective for the term of proposed major change. **Note:** This policy also applies to students who change to/from degree, diploma or certificate or change concentrations within the same program area.
- I understand that is my responsibility to inform my high school counselor to complete/update my MOWR funding application to match my new schedule. Failure to do so will affect my funding and will result in being dropped from all classes or being responsible for the full amount of tuition/fees

Student Signature: _____ Date: _____

GTC MOWR Signature: _____ Date: _____

ES: Registration Hold Placed (Hold Type: AC Reason: Change Major)	Admissions: Processing Complete and Registration Hold Removed
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Please scan this completed form to DualEnrollment@GwinnettTech.edu