

**IMPORTANT:** It is the student's responsibility to meet with a faculty program advisor or counselor **prior to submitting** this form. A "readmitted" student must follow the Program Matriculation Guide for the year he/she is readmitted to the College.



Education That Works For a Lifetime

271 Scott Swamp Road  
Farmington, CT 06032-3187  
tunxis.edu

YES  NO Is this change required for Financial Aid?

## CHANGE OF PROGRAM FORM

This form should be used for:

### ➤ A. declaring a program/major (change your status from non-degree to degree-seeking)

**Please note:** to be placed in a degree program, the following items need to be in your student file:

- Proof of high school graduation or General Equivalency Development (G.E.D.) Diploma. A college diploma or official transcripts noting college graduation date may be submitted in lieu of a high school diploma.
- Proof of immunization against measles, mumps, rubella and Varicella (MMRV). (See *State Immunization Policy form for details*)
- Results of College Placement Assessment (Accu-Placer) or official transcripts showing completion of appropriate college-level English and math from another accredited institution.

### ➤ B. changing your program


### ➤ C. adding a secondary program to your current course of study.

**INSTRUCTIONS:** Please print clearly. Students must complete **SECTION 1** below and **SECTION 2** on reverse side. Meet with your advisor or counselor prior to submitting this form in order to discuss program requirements.

### SECTION I

Name: (Last, First, Middle Initial)	
Student I. D. Number: @ (required)	Date of Birth:
Address: (# and Street)	
(City or Town, State, Zip Code)	

### ▼ STUDENTS: PLEASE DO NOT WRITE BELOW THIS LINE ▼

<b>STUDENT NOTICE</b>    Connecticut Board of Regents for Higher Education	Our records indicate your student file is missing the item(s) checked below, and must be submitted before you are placed into a degree program. <b>This requested change will NOT be processed until this form is resubmitted with the appropriate documentation.</b> Please provide the appropriate documentation along with this CHANGE OF PROGRAM FORM to the Office indicated.
	<input type="checkbox"/> Proof of High school completion, GED or college degree <input type="checkbox"/> Proof of immunization against measles, mumps, rubella and Varicella (MMRV) <input type="checkbox"/> Readmit Application
<b>RETURN TO:</b> <input type="checkbox"/> Admissions Office (860.773.1490) <input type="checkbox"/> Records Office (860.773.1440)	
<b>FOR OFFICE USE ONLY</b>	Changed: _____ Date: _____ Advisor Changed: _____ Date: _____

**SECTION 2**

My **NEW** program will be: \_\_\_\_\_

NEW PROGRAM CODE  
(see below for listing)

My **ADDED** second program is: \_\_\_\_\_

*Complete this portion only if you are pursuing a second program.*

ADDED PROGRAM CODE  
(see below for listing)

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**TUNXIS COMMUNITY COLLEGE PROGRAM CODES**

**ASSOCIATE'S DEGREE PROGRAMS (J11J) CODE**

- Business Administration.....A67
- Business Office Technology.....A26
- Business Office Technology: Medical Option .....A79
- Computer Information Systems .....A95
- Computer Science/Mathematics (Honors)..... B35
- CIS: Computer Programming Option.....A02
- CIS: Network Administration Option .....A04
- Criminal Justice..... B09
- Criminal Justice: Corrections Option.....A81
- Early Childhood Education..... B31
- Engineering Science ..... B15
- General Studies ..... B20
- Graphic Design .....A18
- Graphic Design: Interactive Media Option..... B30
- Human Services..... B21
- Human Services: Family Violence Intervention Option ..... B25
- Liberal Arts and Sciences (AS) .....A75
- (AA).....J12JA75
- Pathway To Teaching Careers (AA) .....J12JC35
- Technology Studies ..... F11
- Technology Studies: Biomolecular Science Option ..... F21
- Technology Studies: Engineering Technology Option..... F12
- Technology Studies: Technology and Engineering  
Education Option..... F13
- Visual Fine Arts.....A19
- Visual Fine Arts: Photography Option .....A01

**SELECTIVE ADMISSION PROGRAMS**

- \* Dental Hygiene..... B14
- \* Dental Assisting.....J82

**CERTIFICATE PROGRAMS (J13J) CODE**

- Accounting.....J05
- Business Administration.....J42
- Computer Aided Drafting (CAD) .....J29
- Computer Programming.....J27
- Early Childhood Administration.....J90
- Early Childhood Education.....J85
- e-Commerce .....JJ03
- Electrical..... N12
- English as a Second Language/ESL .....J10
- Entrepreneurship Certificate.....JJ06
- Family Violence Intervention.....J86
- Finance Certificate.....JJ07
- Graphic Design.....J13
- Health Career Pathways.....K55
- Health Information Technology.....J32
- Homeland Security .....J04
- Human Services.....J14
- Lean Manufacturing.....J31
- Marketing Management.....J17
- Microcomputer Processing.....J28
- Network Administration .....J01
- Office Applications.....J24
- Photography .....J02

**Many certificates are eligible for financial aid.  
Please contact Financial Aid for details.**

**UNDECLARED MAJOR**

Non-Degree (JZ99) No selection at this time.

**NOTE:** If you intend to apply for financial aid you **CANNOT** select this option; you must select a program. Also, College policy requires that all students enroll in a degree or certificate program at the completion of 12 credits.

\* Selective admissions. Special application required. See College catalog for details.