



3505 Arendell Street, Morehead City, NC 28557 ♦ (252) 222-6000 ♦ [www.carteret.edu](http://www.carteret.edu)

# 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 the MAPS center 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	Military/Veteran Student	
				YES	NO

## PROGRAM ADDITION INFORMATION:

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

**\*\*\* NOTE: D25380 Paralegal Diploma:** Student must provide transcript of completion of Bachelor degree\*\*\*\*

**Special Credit (T90990) must provide transcripts per Admissions policy, prior to change of study approval.**

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

## 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:

## INSTRUCTIONS

An Equal Opportunity Educational Institution Serving the Community without regard to Race, Creed, Sex, National Origin or Disability

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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 Registrar Office in the McGee building in person, by mail to Attn: Office of the Registrar - 3505 Arendell St – Morehead City NC 28557, or by email to registrar@carteret.edu.

### GAINFUL EMPLOYMENT PROGRAM LIST

<b>Program</b>	<b>Code</b>
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
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