

**Directions:**

- Step 1: Complete Part I (please print),
- Step 2: Take form to Financial Aid office and secure signatures,
- Step 3: Submit form to Admissions prior to the November 23, 2010 deadline

Forms received after the deadline cannot be guaranteed to be processed for winter quarter, but will be guaranteed for the next available quarter the program is offered.

It is recommended that students requesting a change of program seek financial aid counseling and academic counseling prior to submitting the change of program form.

**Financial Aid questions to consider:**

- \* Is my new program Pell eligible?
- \* Is my new program HOPE eligible?
- \* If applying for a degree program: Have I completed a HOPE Scholarship Evaluation Form?
- \* Am I in Satisfactory Academic Standing with financial aid (67% completion rate; 2.0 GPA)?
- \* Has my WIA or VA counselor approved the program change? (recommended)

**Academic questions to consider:**

- \* Am I changing to a program that is competitive and are there important deadlines that I should consider for this particular program? (please see page 16 of catalog)
- \* Am I applying for a program that may have a waiting list? (See Admissions or Counseling Services)

**For Academic Assistance:**

- \* Academic Counselors are available in the Counseling Center, BLDG 1300, to discuss changing your program of study or choosing an available program before completing the change of program form.
- \* Branch campus students may schedule a phone appointment with an academic counselor by calling (706) 771-4068 or x 4067.

**AUGUSTA TECHNICAL COLLEGE  
CHANGE OF PROGRAM REQUEST FORM  
Winter Quarter 2011  
Deadline to Submit: November 23, 2010**

**PART I-STUDENT (PLEASE PRINT)**

Student # 900 \_\_\_\_\_

Name:

\_\_\_\_\_

Last                      First                      Middle

Address: \_\_\_\_\_

House#/PO BOX/Apt.#              Street

City                      County                      State                      Zip

Phone #: \_\_\_\_\_ / \_\_\_\_\_

Home                                      Cell

Desired Program of Study Change:

Associate Degree     Diploma             Certificate

Spring    Summer    Fall    Winter    Year: \_\_\_\_\_

Day     Evening

Check Desired Campus:

Augusta    Thomson    Waynesboro

\_\_\_\_\_  
Student Signature                                      Date

**PART IIA—FINANCIAL AID (PELL Grant, HOPE, Vocational Rehab, GA Rehab Recipients)**

Please check:

Student has been advised of financial aid status

- Not Applicable
- Eligible for aid under new program
- Not eligible for aid under new program
- Pending verification or HOPE evaluation

Comments: \_\_\_\_\_

\_\_\_\_\_  
Signature of Financial Aid Staff                                      Date

**PART IIB—WIA or VA Certifying Official (if applicable)**

Please check:

- Student has been advised of financial aid status
- Not Applicable

Comments: \_\_\_\_\_

\_\_\_\_\_  
Signature of WIA Staff                                      Date

or

\_\_\_\_\_  
VA Certifying Official                                      Date

**PART IV-ADMISSIONS STAFF ONLY (DO NOT WRITE BELOW)**

Date Received: \_\_\_\_\_ Initial: \_\_\_\_\_ Action: \_\_\_\_\_