

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 Office prior to the March 30, 2012 deadline

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

If you have attempted courses at other colleges since last enrollment at Augusta Tech, you are required to request official transcripts. List college(s) on back of form.

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? (See catalog at <http://www.augustatech.edu/catalog/files/binder1.pdf>)
- * 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
Summer Term 2012
Deadline to Submit: March 30, 2012**

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 Year: _____

Day Evening

Check Desired Campus:

Augusta Columbia County Center (BAT & Welding diploma only)

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: _____

2/1/12

Failure to list and provide official sealed transcripts from all colleges, universities, business, military related schools, and/or vocational-technical schools attended may result in a denial decision from admissions or a delay in your application process. Students may not choose to exclude coursework attempted at another college.

*Request your official sealed transcripts from **all** schools attended (graduate or non-graduate) to be sent to Augusta Technical College, Attention: Registrar's Office, 3200 Augusta Tech Drive, Augusta, GA 30906. All foreign transcripts must be evaluated and translated by an **approved** agency.*

Augusta Technical College does not accept faxed copies of transcripts.

Name of Colleges Attended	City and State	Did You Graduate? Yes/No	Dates Attended From/To	Diploma/Degree Earned
1.				
2.				
3.				
4.				
5.				