



Request to Change Campus

Student Information:

Student ID Number: _____ Student Name: _____

Current Advisor: _____

Please select effective semester: Fall of _____ Spring of _____ Summer of _____ (Current semester ***is not*** applicable)

Current Major: _____

New Major (Must be offered at new campus): _____

Current Campus:

(If selecting 'Community Campus', write which campus to the right of the 'Community Campus' option.)

___ Main

___ Online* **

___ Community Campus (_____)

New Campus:

___ Main

___ Online* **

___ Community Campus (_____)

*Campus changes to or from the main campus will impact financial aid awards. If this campus change pertains to you, the office of Financial Aid must sign below before any change is completed.

**Changes from main campus to online require the completion of the addendum attached to this form.

*** Changes from main campus to another listed campus requires the signature of Student Services Office if student is a residential student.

(Student Signature)

(Date)

(Financial Aid Office – if changing to/from main campus)

(Date)

(Student Services Office – if changing to/from main campus)

(Date)

Please be aware that changing campuses may delay expected graduation date.

By signing below, I hereby give my permission to the Registrar's Office to change my campus.

(Student Signature)

(Date)

****Return completed form to the Registrar's Office****

Registrar's Office: _____

Date: _____

Addendum: Moving from Main Campus to Online

Students wishing to move from our residential campus in Columbia (main campus) to the online program need to meet specific criteria to be eligible to make this move. Online programs are designed primarily for non-traditional, adult students who are motivated and self-directed. The college wants to ensure any student switching from main campus to online is aware of the very different nature of the programs and has the needed focus to be successful.

Eligibility Criteria: GPA of 2.0 is expected and 66.7% of all classes attempted must have been completed successfully.

Registrar's Office to Complete:

GPA: _____

Percent of Classes Completed Successfully: _____

Steps after Eligibility Confirmed: Students will initial the end of each sentence to acknowledge the step has been completed and will attach documentation as required.

- The Registrar's Office has verified my eligibility above. _____
- I have a major that is offered online or I have submitted a change of major form to the Registrar's Office to select a major that is offered online. _____
- I have attached a written rationale for my request that includes steps to ensure success in an online environment and, if my major is changing, how the major fits my academic or career goals. _____
- I have completed the online orientation for Blackboard within the past 30 days. _____
- I understand that I must be self-motivated to be successful online and that I am responsible for organizing my time to submit work by due dates. _____
- I understand that rather than a flat fee for tuition, the tuition structure for online programs is determined by the credit. I have reviewed the information on tuition and fees included in the most recent academic catalog. _____
- I have spoken to a representative from the Financial Aid Office and understand how a move from main campus to online will impact my financial aid and overall costs.

Approval from Academic Affairs Granted: _____ Date: _____

Registrar's Office: _____

Date: _____

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