

# CHANGING YOUR PROGRAM

## MAKE SURE YOU'RE IN THE RIGHT PROGRAM.

Students must be admitted to the certificate/degree program they are taking classes in.

If you change your program, move from degree to certificate, or certificate to degree, you need to complete a Change of Program.

## WHEN DO YOU CHANGE YOUR PROGRAM?

Anytime you change your program or credential type (certificate/degree), a Change of Program is required.

- **Switching to a different program, degree, or certificate.**
  - Examples:
    - Pre-Nursing → LPN
    - Construction Plumbing AAT degree → Construction Plumbing Certificate
- **Continuing into a different certificate in the same program.**
  - Example: Automotive Upholstery → Furniture Upholstery
- **Finishing one program and starting another.**

## WHAT DO I NEED TO DO?

### Continuing or Returning Students

1. Meet with your Program Counselor for a new Program Map.
2. Complete a Change of Program form with the Enrollment Services Office.

### New Students (no classes taken yet)

1. Meet with an Entry Coordinator at the Welcome Center
2. Complete a Change of Program form with the Enrollment Services Office.

## WHEN SHOULD I DO THIS?

- Before registering for classes in a new program.
- When you finish one program and start another.
- As soon as you decide to make a change.

Change of Program Form online at [www.cptc.edu/enrollment-services/forms](http://www.cptc.edu/enrollment-services/forms)



### IMPORTANT REMINDER!

Being admitted to the correct program supports accurate advising, registration, and, **continued eligibility for financial aid and other funding sources.**