INSTRUCTIONS:
1. Talk with an MCC counselor to determine your program of study.
2. Complete the Request for Change form.
3. Turn in the completed form to the Counseling & Advising Center in Room 101.
4. You will be notified via your MCC e-mail account if additional information is needed prior to processing.

NAME: ____________________________________________
              Last       First       Middle Initial

MCC ID NUMBER: __________________________________ PHONE NUMBER: ______________________

MCC EMAIL: ________________________________________@muskegoncc.edu

PLEASE ADD THE FOLLOWING PROGRAM:     CATALOG YEAR: ___________ PAGE NUMBER: ______

_ Associate in Science and Arts
_ Associate in Science and Arts in __________________________
_ Associate in Applied Science in __________________________
_ Certificate in _________________________________________
_ Other ________________________________________________

PLEASE MAKE INACTIVE THE FOLLOWING PROGRAM(S):
__________________________________________________________________________________

REASON FOR REQUEST:
_ Adding a program
_ Changed mind
_ Incorrect program

Student signature __________________________________________ Date ______________________

FOR COUNSELING & ADVISING OFFICE USE ONLY:
MCC COUNSELOR: Has student received notification from Financial Aid regarding program code issues? ___Yes ___No

Check one of the following:

CURRENT ACTIVE PROGRAM CODES IN COLLEAGUE (SACP): END CODE DATE KEEP CODE NEW CODE DATE STAFF INITIAL WHEN PROCESSED

MCC COUNSELOR SIGNATURE: ______________________________ SCANNED/EMAILED TO STUDENT BY: __________