



Muskegon Community College

Counseling & Advising Center  
221 S. Quarterline Rd., Muskegon, MI 49442  
231-777-0362

# REQUEST FOR CHANGE IN PROGRAM OF STUDY (PROGRAM CODE)

### 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 notificaton 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:** \_\_\_\_\_