271 Scott Swamp Road
Farmington, CT  06032-3187
tunxis.edu

Connecticut Board of Regents for Higher Education

CHANGE OF PROGRAM FORM

This form should be used for:

- A. declaring a program/major (change your status from non-degree to degree-seeking)
  
  *Please note:* to be placed in a degree program, the following items need to be in your student file:
  * Proof of high school graduation or General Equivalency Development (G.E.D.) Diploma. A college diploma or official transcripts noting college graduation date may be submitted in lieu of a high school diploma.
  * Proof of immunization against measles, mumps, rubella and Varicella (MMRV). (See State Immunization Policy form for details)
  * Results of College Placement Assessment (Accu-Placer) or official transcripts showing completion of appropriate college-level English and math from another accredited institution.

- B. changing your program

- C. adding a secondary program to your current course of study.

INSTRUCTIONS: Please print clearly. Students must complete SECTION 1 below and SECTION 2 on reverse side. Meet with your advisor or counselor prior to submitting this form in order to discuss program requirements.

<table>
<thead>
<tr>
<th>SECTION 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name: (Last, First, Middle Initial)</td>
</tr>
<tr>
<td>Student I. D. Number: (required)</td>
</tr>
<tr>
<td>Address: (# and Street)</td>
</tr>
<tr>
<td>(City or Town, State, Zip Code)</td>
</tr>
</tbody>
</table>

**STUDENTS: PLEASE DO NOT WRITE BELOW THIS LINE ▼**

- Our records indicate your student file is missing the item(s) checked below, and must be submitted before you are placed into a degree program. **This requested change will NOT be processed until this form is resubmitted with the appropriate documentation.** Please provide the appropriate documentation along with this CHANGE OF PROGRAM FORM to the Office indicated.

  - □ Proof of High school completion, GED or college degree
  - □ Proof of immunization against measles, mumps, rubella and Varicella (MMRV)
  - □ Readmit Application

RETURN TO:
- □ Admissions Office (860.773.1490)
- □ Records Office (860.773.1440)

FOR OFFICE USE ONLY

| Changed: | Date: |
| Advisor Changed: | Date: |

Revised 12/9/14
Select a major only if you are pursuing a second program.

**My NEW program will be:**

**My ADDED second program is:**

*Complete this portion only if you are pursuing a second program.*

<table>
<thead>
<tr>
<th>Student Signature:</th>
<th>Date:</th>
</tr>
</thead>
</table>

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**TUNXSIS COMMUNITY COLLEGE PROGRAM CODES**

### ASSOCIATE'S DEGREE PROGRAMS (J11) CODE
- Business Administration ........................................... A67
- Business Office Technology ........................................ A26
- Business Office Technology: Medical Option ................. A79
- Computer Information Systems ................................... A95
- Computer Science/Mathematics (Honors) ...................... B35
- CIS: Computer Programming Option .......................... A02
- CIS: Network Administration Option .......................... A04
- Criminal Justice ................................................... B09
- Criminal Justice: Corrections Option ........................ A81
- Early Childhood Education ....................................... B31
- Engineering Science .............................................. B15
- General Studies .................................................... B20
- Graphic Design ..................................................... A18
- Graphic Design: Interactive Media Option .................. B30
- Human Services ..................................................... B21
- Human Services: Family Violence Intervention Option ...... B25
- Liberal Arts and Sciences (AS) ................................ A75
  (AA) ......................................................... J12A75
- Pathway To Teaching Careers (AA) ............................. J12JC35
- Technology Studies ............................................... F11
- Technology Studies: Biomolecular Science Option .......... F21
- Technology Studies: Engineering Technology Option ..... F12
- Technology Studies: Technology and Engineering Education Option ............................................. F13
- Visual Fine Arts .................................................. A19
- Visual Fine Arts: Photography Option ........................ A01

### CERTIFICATE PROGRAMS (J13) CODE
- Accounting ............................................................. J05
- Business Administration .......................................... J42
- Computer Aided Drafting (CAD) ................................ J29
- Computer Programming ........................................... J27
- Early Childhood Administration ................................ J90
- Early Childhood Education ....................................... J85
- e-Commerce ......................................................... J03
- Electrical ............................................................. N12
- English as a Second Language/ESL ............................ J10
- Entrepreneurship Certificate .................................... J06
- Family Violence Intervention ................................... J86
- Finance Certificate ................................................. J07
- Graphic Design ..................................................... J13
- Health Career Pathways ......................................... K55
- Health Information Technology ................................ J32
- Homeland Security ................................................. J04
- Human Services ..................................................... J14
- Lean Manufacturing ............................................... J31
- Marketing Management ........................................... J17
- Microcomputer Processing ....................................... J28
- Network Administration .......................................... J01
- Office Applications ................................................. J24
- Photography ......................................................... J02

Many certificates are eligible for financial aid. Please contact Financial Aid for details.

### UNDECLARED MAJOR

Non-Degree (JZ99) No selection at this time.

**NOTE:** If you intend to apply for financial aid you **CANNOT** select this option; you must select a program. Also, College policy requires that all students enroll in a degree or certificate program at the completion of 12 credits.

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* Selective admissions. Special application required. See College catalog for details.