

CHANGE OF MAJOR or ADD SECOND MAJOR FORM

Instructions: This form should be used by KCC home-institution and currently-enrolled students **to change or add any non-selective admission program** as a major. This form must be submitted into KISC by the first day of instruction of the effective term.

Name: _____ ID: _____
Last First MI (UH Number or UH Username)

Daytime Phone Number: (____) _____ UH email: _____@hawaii.edu

SELECT ONE from the following choices to change or add a primary/secondary major. Concentrations are required for Culinary Arts, Hospitality and Tourism, Liberal Arts, and Natural Science majors.

My Current Primary Major: _____ Associate Degree Certificate

Change PRIMARY Major: _____ Associate Degree Certificate
Concentration: _____

My Current Secondary Major: _____ Associate Degree Certificate

Change SECONDARY Major: _____ Associate Degree Certificate
Concentration: _____

ADD Secondary Major: _____ Associate Degree Certificate
Concentration: _____

Please read (*choose one*):

I am changing from a Health Education major (Nursing, Medical Assisting, etc.). *Please see your Program Advisor or the Health Science Department Chair.*

Program Advisor/Department Chair Signature: _____ **Date:** _____

I am an International Student currently on an F-1 visa. *Submit this completed form, along with your I-20 form to the Honda International Center (HIC) in 'Iliahi 107. An HIC staff member MUST sign this form before KISC can process it.*

HIC Staff Signature: _____ **Date:** _____

I have applied for or am receiving Financial Aid and/or Veterans Benefits. There may be ramifications to your financial aid and/or Veterans Benefits eligibility, it is suggested that you make an appointment with a Financial Aid Specialist or VA Certifying Official to discuss changing/adding a major. {*Note: I understand that if I am a financial aid student, that my new major will not be updated until the start of the subsequent semester (i.e. it will not be updated in the middle of the semester).*}

I understand that, unless I am receiving financial aid, I will enter my new major **effective the current term** once this form is completed and submitted to KISC by the cut-off dates specified. Also, I understand that I must meet all of the graduation requirements for the new major as stated in the catalog for the effective term.

Student's Signature _____ **Date** _____

OFFICE USE ONLY

UH Number: _____

SEVIS (HIC) Input By/Date: _____

Effective Term: _____

Student Type: Continuing Returning First-Time New/Transfer

Completed By/Date: _____

Rev. 05/14