

# Change of Major/Course of Study Request

Name \_\_\_\_\_ Student ID No. **B** \_\_\_\_\_  
*Last First MI*

**Note:** Students must present a photo ID to process this form. Requests received after the semester withdrawal date (W date) will be processed for the following semester. Oakton recommends contacting an academic and/or financial aid adviser before submitting this request, and monitoring your academic progress through u.achieve®, accessible through myOakton.edu.

Write the curriculum code number and name of your new academic program below (see reverse for a list).

Code Number \_\_\_\_\_ Program of Study/Major \_\_\_\_\_

I have read and understand the following:

- Changing my course of study may involve completion of new courses not required by my previous major. Also, I must comply with any new requirements for my chosen degree/certificate – as detailed in the most recent college catalog.
- Oakton recommends that I meet with an academic adviser to discuss my new course of study.
- If I am receiving financial aid, including scholarships, the new course of study will be used to determine eligibility. Financial aid is not available for all programs of study. If I lose financial aid due to this change, I will be financially responsible for tuition and costs incurred.
- If I am receiving Veterans Administration (VA) benefits, I must submit the VA Request for Change of Program form to the Enrollment Center before my enrollment is certified or updated with the VA.
- If I selected a gainful employment program as my major, I must attach a copy of the corresponding gainful employment disclosure (found at [http://www.oakton.edu/academics/degree/gainful\\_emp.php](http://www.oakton.edu/academics/degree/gainful_emp.php)) to this form. I understand my major cannot be updated until I provide a copy of the appropriate disclosure information.

\_\_\_\_\_  
*Signature of Student*\_\_\_\_\_  
*Date*

---

**FOR OFFICE USE ONLY**

Date Processed \_\_\_\_\_

Term \_\_\_\_\_ Staff Member \_\_\_\_\_

# Programs of Study/Major

## TRANSFER PROGRAMS

0700 Associate in Arts  
0520 Elementary Education  
0540 Secondary Education  
0650 Science or Mathematics  
0801 Fine Arts - Art  
0802 Fine Arts - Music  
0850 Engineering  
0701 Undecided\*

## CAREER DEGREE PROGRAMS

0005 Accounting Associate A.A.S.  
0060 Air Conditioning, Heating and Refrigeration  
Technology A.A.S.  
0031 Automotive Technology (Apprenticeship) A.A.S.  
(Contact Michael Peat 847-635-1906 prior to applying.)  
0301 Computer Applications for Business A.A.S.  
0142 Computer Networking and Systems A.A.S.  
0120 Computer Programmer A.A.S.  
0121 Computers and Information Systems A.A.S.  
0070 Early Childhood Education A.A.S.  
0165 Electronics and Computer Technology A.A.S.  
0363 Facilities Energy Systems Technology A.A.S.  
0362 Facilities Management A.A.S.  
0180 Fire Science Technology A.A.S.  
0370 Graphic Design A.A.S.  
0207 Human Services A.A.S.  
0240 Law Enforcement A.A.S.  
0226 Management and Supervision A.A.S.  
0274 Manufacturing Technology A.A.S.  
0265 Marketing Management A.A.S.  
0270 Mechanical Design/CAD A.A.S.  
0253 Mechatronics Technology A.A.S.  
0148 Network Security Administration A.A.S.  
0340 Paralegal Studies A.A.S.  
0204 Substance Abuse Counseling A.A.S.  
0290 Supply Chain Automation A.A.S.

## CAREER CERTIFICATE PROGRAMS

### Accounting

0003 Accounting Associate Cert.\*\*  
0004 Accounting Technology Cert.\*\*  
0007 Income Tax Preparation Cert.\*\*  
0006 Professional Accounting - CPA Preparation Cert.\*\*

### Air Conditioning, Heating and Refrigeration Technology

0058 Commercial Buildings Energy Systems Cert.\*\*  
0063 Residential Comfort Control Cert.\*\*  
0066 Residential Comfort Systems Installer Cert.\*\*  
0067 Stationary Engineer License Preparation Cert.\*\*

### Applied Business

0252 Applied Business Cert.\*\*  
0251 Customer Service Cert.\*

## Automotive Technology (Apprenticeship)

0030 Automotive Technology (Apprenticeship) Cert.\*\*  
0032 Automotive Technology Powertrain Cert.\*\*

## Computer Applications For Business

0307 Administrative Assistant Cert.\*\*  
0311 Creative Software Advanced Specialist Cert.\*\*  
0310 Creative Software Specialist Cert.\*  
0313 Creative Software User Cert.\*  
0233 Executive Administrative Professional Cert.\*\*  
0312 General Office Certificate\*  
0133 Microsoft Office Advanced Specialist Cert.\*  
0306 Microsoft Office Specialist Cert.\*  
0309 Microsoft Office User Cert.\*  
0308 Office Assistant Cert.\*\*

## Computer Information Systems

0461 Advanced Web Site Development Cert.\*\*  
0124 Computer Programmer Cert.\*\*  
0132 Computer Technology Cert.\*\*  
0125 Computer User Cert.\*\*  
0123 Digital ERP Using SAP Cert.\*  
0137 Internet and Computer Core (IC<sup>3</sup>) Cert.\*  
0154 Linux Cert.\*  
0145 Management of Information Systems MIS Cert.\*\*  
0147 Microsoft Project Management Preparation Cert.\*  
0139 Oracle Database Administrator (DBA) Cert.\*  
0127 PC Support Specialist Cert.\*\*  
0463 Web Site Developer Cert.\*\*  
0460 Web Site Support and Maintenance Cert.\*\*

## Computer Networking and Systems

0170 Cisco Certified Network Associate (CCNA) Cert.\*\*  
0151 Network Security Certificate\*  
0152 Network Security Administrator Cert.\*\*  
0122 Windows Desktop Support Technician Cert.\*  
0128 Windows Server Administration Cert.\*\*  
0153 Windows Support Technician Cert.\*\*

## Early Childhood Education

0069 Advanced Early Childhood Education Cert.\*\*  
0078 Advanced Family Child Care Provider Cert.\*\*  
0073 Advanced Infant Toddler Cert.\*\*  
0068 Basic Early Childhood Education Cert.\*\*  
0077 Basic Family Child Care Provider Cert.\*\*  
0074 Basic Infant Toddler Cert.\*\*  
0076 Early Childhood Education Administration Cert.\*\*

## Electronics and Computer Technology

0169 A+ Computer Diagnostic Specialist Cert.\*  
0167 Electronics Computer Technician Cert.\*\*  
0166 Electronics Technology Cert.\*\*  
0161 Home/Office Technology Integrator Cert.\*  
0176 Transportation, Warehousing, and Logistics Cert.\*

## Facilities Management and Engineering

0369 Facilities Energy Systems Technology Cert.\*\*  
0368 Facilities Management Cert.\*\*

## Financial Services

0014 Financial Services/Investment Analysis Cert.\*

## Fire Science Technology

0183 Basics of Fire Fighting Cert.\*  
0182 Emergency Medical Technician-Paramedic Cert.\*  
0181 Fire Science Technology Cert.\*\*

## Global Business Studies

0202 Global Business Cert.\*  
0203 Global Business Technical Cert.\*

## Graphic Design

0371 Animation and Multimedia Cert.\*\*  
0373 Photography Cert.\*\*  
0372 Web Graphic Page Design Cert.\*\*

## Human Services

0209 Human Services Cert.\*\*

## Law Enforcement

0241 Law Enforcement Cert.\*\*

## Management and Supervision

0231 Business Security Management Cert.\*\*  
0235 Human Resource Specialist Cert.\*\*  
0223 Leadership Excellence Cert.\*  
0224 Organization Management Cert.\*\*

## Manufacturing Technology

0276 Automation and Controls Cert.\*  
0279 CNC Operations and Programming Preparation  
Cert.\*  
0277 CNC/CAM Programming Cert.\*  
0271 Manufacturing Technology Cert.\*\*  
0254 Mechatronics Technology Cert.\*\*  
0264 Mechatronics Supply Chain Technician Cert.\*

## Marketing Management

0446 Marketing Communications Cert.\*\*  
0444 Marketing Management Cert.\*\*

## Mechanical Design/CAD

0267 CAD Interior Design Cert.\*  
0273 Computer-Aided Design Cert.\*  
0284 General Design Cert.\*\*  
0278 Industrial Design Engineering Cert.\*  
0272 Mechanical Design/CAD Cert.\*\*  
0259 Revit-Building Information Modeling Cert.\*  
0261 SolidWorks Cert.\*

## Nanotechnology

0195 Nanotechnology Cert.\*\*

## Paralegal Studies

0341 Paralegal Studies Certificate\*\*

## Person-Centered Elder Support

0034 Person-Centered Elder Support Cert.\*

## Substance Abuse Counseling

0212 Advanced Substance Abuse Counseling Cert.\*\*  
0211 Preparatory Substance Abuse Counseling Cert.\*\*

## Technical Communication

0238 Technical Communication Cert.\*\*

\*Program not eligible for financial assistance

\*\*Gainful Employment program

**Note:** Limited enrollment programs have specific admission requirements, therefore are not included on this form.