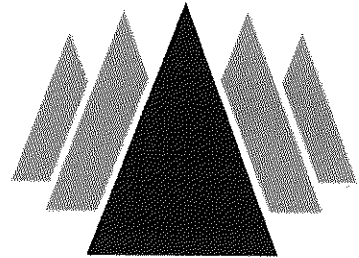




**St. Charles**  
COMMUNITY COLLEGE



**INTERNATIONAL STUDENT  
HANDBOOK**



Dear International Students:

Welcome to St. Charles Community College! We hope that your time here will be, not only, very educational but also enjoyable both in and out of the classroom. There are many opportunities at St. Charles Community College for you to grow and learn about yourself and about others. We have over 100 international students from over 30 countries studying at our college.

Because you are in a new country and a new educational environment, you may experience some uncertainty, and confusion, but these feelings will soon pass. After your first semester here at St. Charles Community College you will be comfortable in your new environment and will feel much more confident in your ability to handle obstacles in your personal and academic life. This handbook, along with the SCC Student Handbook, will hopefully help you cope with the changes you will experience. It will serve as a resource for International Students; it will help you avoid immigration problems, and help you better understand your responsibility as an International Student.

We have tried to anticipate your questions and your needs but there will be additional questions you have - please feel free to contact me at [lbernardy@stchas.edu](mailto:lbernardy@stchas.edu) to answer any added questions or to voice any comments, concern, or suggestions about how we can help you have a wonderful experience at St. Charles Community College.

Sincerely,

*Laurie Bernardy*

Laurie Bernardy

International Student Support Specialist/DSO

[international@stchas.edu](mailto:international@stchas.edu)

For an appointment go to: [www.stchas.edu/internationalappointment](http://www.stchas.edu/internationalappointment)

# St. Charles Community College

## College Mission

SCC serves our community by focusing on academic excellence, student success, workforce advancement, and life-long learning within a global society. We celebrate diversity and we enrich the economic and cultural vitality of the region by providing an accessible, comprehensive, and supportive environment for teaching and learning.

## Vision

Our passion for student success is reflected in an array of innovative academic, career/technical, workforce development and community programs. Our partnerships and cultural opportunities enrich and transform our community.

## Values

- **Communication, Trust and Respect:** *We value mutual trust and respect and encourage open communication within the college community.*
- **Commitment to Student Success:** *We are committed to providing the finest instruction, resources, and support services to enhance the growth and development of our students.*
- **Lifelong Learning:** *We recognize learning as a continuous process.*
- **Collaborative and Democratic Decision Making:** *We value informed decisions made by people closest to the issue.*
- **Innovation and Excellence:** *We encourage the highest quality of instruction within the classroom and service throughout the campus community.*
- **Cooperation:** *We value teamwork.*
- **Service:** *We value service to students, the community, and one another.*
- **Responsible Stewardship:** *We prudently protect and manage the resources entrusted to us.*

## **Accreditation**

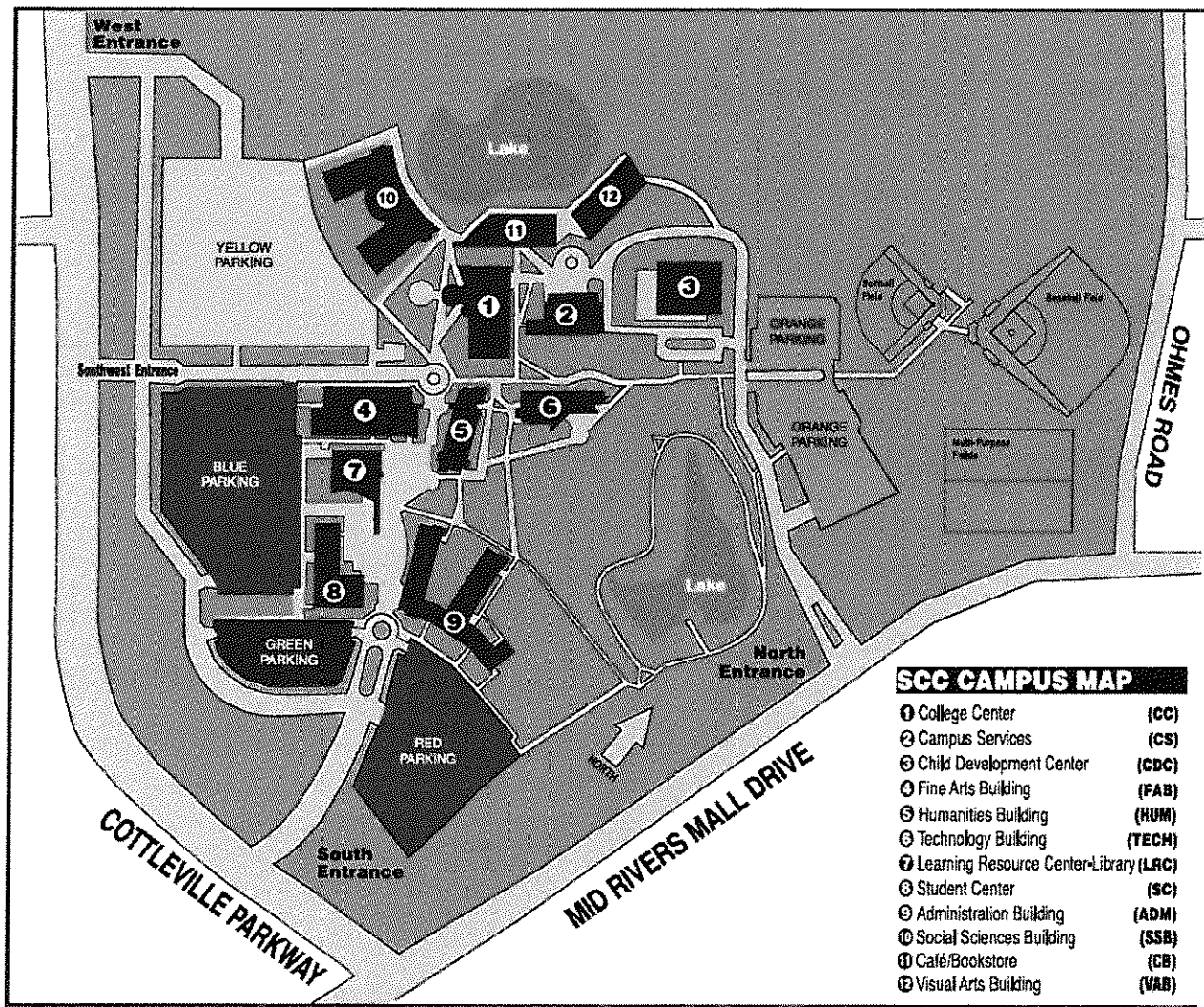
St. Charles Community College is accredited by The Higher Learning Commission of the North Central Association of Colleges and Schools, telephone: 800-621-7440; fax: 312-263-7462; Web site: [www.ncacihe.org](http://www.ncacihe.org).

The North Central accreditation, along with transfer agreements with four-year colleges and universities, assures the value of credits earned at SCC.

Courses taken for credit at SCC will be accepted in transfer by other colleges, provided they are appropriate to the degree sought.

**St. Charles Community College is certified by Department of Homeland Security to accept F-1 visa holders.**

# St. Charles Community College



## Important Campus Telephone Numbers

Academic Affairs	636-922-8358
ACE Tutoring Center	636-922-8444
Assessment Center	636-922-8629
Athletics	636-922-8250
Bookstore	636-922-8448
Cashier	636-922-8232
Counseling (1204)	636-922-8241
Enrollment Services	636-922-8234
Fitness Center	636-922-8219
Help Desk- (Computing)	636-922-8555
Information Desk	636-922-8400
<b>International Student Off</b>	<b>636-922-8611</b>
Library (Circulation Desk)	636-922-8434
Student Success Office	636-922-8536
President's Office	636-922-8383
Public Safety	636-922-8545
Student Activities	636-922-8214

# St. Charles Community College F-1 International Student Handbook

## MAINTAINING LEGAL STATUS

International students in the United States are required by immigration law to follow certain regulations in order to maintain legal status in the United States. The Office of International Student Support and Global Studies is responsible for advising international students on the immigration regulations as they pertain to F-1 status and for the processing of various immigration documents. When returning from a visit outside of the United States, or after renewing your passport, always bring your passport and I-20 to your DSO/advisor to be copied. You should always **allow at least 10 business days** for the processing of documents.

You are responsible for knowing, understanding, and complying with these regulations. If there is something you do not understand, please schedule an appointment with your advisor ([www.stchas.edu/internationalappointment](http://www.stchas.edu/internationalappointment)). Failure to comply with all rules and regulations could result in severe consequences, including deportation.

## **REGULATIONS FOR INTERNATIONAL STUDENTS WITH F-1 STATUS**

The U.S. Citizenship and Immigration Services (USCIS) have established certain rules and regulations which you are expected to understand and follow. Explained is a list of regulations, procedures, and forms that are frequently used in negotiation with the USCIS. *Please note that this is a summary and does not constitute legal advice.* Most of the forms referred to may be obtained from the St. Charles Community College International Student website or from any Immigration Office. They may also be found on the U.S. Citizenship and Immigration Services website: <http://www.uscis.gov>.

## **VISA**

Your visa is a stamp in your passport, usually a multi-colored stamp affixed to the visa page. The visa, which you obtained from the American Embassy, allowed you permission to enter the United States. A non-immigrant visa (such as the F-1) is valid only for the sole purpose for which it was issued. It is not a guarantee of entry. Your visa is numbered, and shows your name, the visa category (for example F-1), the date and place of issue, the expiration date, and the sponsoring college/university.

For initial admission, you are required to attend the school written below the visa for at least one academic semester. Once you have been granted entry, your visa does

**NOT** determine how long you stay in the United States. (See I-20 and I-94) The visa governs only your entry into the United States, and not your stay. You are required to obtain a new visa only when you leave the U.S. and wish to return and if your visa has expired, or if your visa was designated as a single entry only. **A request to obtain a new visa must be made at an American Embassy or Consulate outside of the United States.**

**PLEASE NOTE:** If your visa has expired, you are permitted to stay in the United States if you are in legal F-1 status (enrolled full-time on the degree indicated on your I-20). However, you must renew your visa if you go outside of the United States in order to re-enter.

**Please note that your I-20 and passport must be valid and unexpired at all times.**

## **PASSPORT**

This is your **most important piece of identification**, and you need to keep it valid, renewing it at least 6 months before it expires. You cannot renew your visa unless your passport is current; neither can you leave the U.S. without a valid passport. To renew your passport, **you** must contact your **country's embassy or consulate**.

It is recommended that you photocopy important pages of your passport: the identification page, the expiration date, and the visa page. Should you lose your passport, having copies of important documents may reduce the time needed to replace the document.

## **I-94**

This is the entry permit issued to you by the immigration inspector at the port of entry into the U.S. It is a stamp with an entry date stamped on your passport or a document you can access from the internet at <https://i94.cbp.dhs.gov/consent.html>. The D/S (Duration of Status) status marked on the I-94 means that you are permitted to remain in the U.S. for as long as you are pursuing your intended program of study provided you remain in-status, your I-20 has not expired, and you are making satisfactory progress toward completion of your degree.

## **I-20- CERTIFICATE OF ELIGIBILITY FOR NON-IMMIGRANT F-1 STATUS**

This form was initially issued to you to attend St. Charles Community College. Having accepted the I-20, you are required by Immigration to attend St. Charles Community College for at least one semester before transferring. Whenever you travel outside of the U.S. you must carry an up-to-date I-20 endorsed by a Designated School Official in the Enrollment Service/International Student Office. You must also check the visa requirements of those countries through which you will travel.



The I-20 certifies that you are eligible to study at the designated school and that you have verified your financial ability to pay tuition, fees, and basic living costs while pursuing your education.

Page 2 of the I-20 is used to note transfers, travel authorization signatures, and other records (i.e., employment, reinstatement of status). It is also used to document your date of re-admission to the U.S. after a temporary absence.

In conjunction with your I-94, your I-20 indicates the length of time you have permission to remain in the U.S. (by the completion of studies date) as long as you are still maintaining your status and working toward the degree indicated on the I-20.

All F-1 students are issued an I-20 to enter the United States. Most immigration transactions will be noted on the student's I-20. If you should receive a new I-20 for any reason (program extension, school transfer, change of major), you should keep your previous I-20s as a record of your legal stay in the United States. In most cases, you will need to provide new financial support documents in order to obtain a new I-20.

Immigration regulations state that you should keep your I-20 with you at all times. If you lose your I-20s, please report it to the Enrollment Services/International Student Office immediately.

The United States Citizenship and Immigration Services (USCIS) have established certain rules and regulations which you are expected to understand and follow. The following list of regulations can be obtained from UCIS website or from any Immigration Office and are known worldwide:

### **Your Legal Responsibilities**

- Undergraduate students must enroll in a full course of study (minimum of 12 credit hours per semester) throughout the academic year. Fall and spring semesters are required. Summer semester is optional but may be required to complete your degree program or under certain circumstances.

The student must maintain regular attendance in his/her classes or will be considered out of status.

The student must also maintain satisfactory academic progress (both GPA and earned credits).

Always consult your advisor before you drop your course load to part-time or withdraw from all of your courses- otherwise you may jeopardize your legal status. Also, remember the U.S. Citizenship and Immigration Services (USCIS) will not accept insufficient funding as an excuse for dropping below full-time.

Students must show proof of health insurance at the beginning of each semester. Expiration dates must be shown. Students who do not show proof of health insurance will be dropped from their classes and will be considered out of status.

- Keep your passport valid. Renew it **at least six months** prior to its expiration date.

*Portions taken from "International Student and Scholar Services Handbook" from Office of International Student and Scholar Services, University of Missouri – St. Louis.*

- DO NOT accept employment off-campus without written permission from a Designated School Official of the College and USCIS. (see CPT/OPT)
- **Report any change of address to the Enrollment Services/ International Student Office within 10 days of moving** while enrolled at St. Charles Community College or while on OPT. This is a **USCIS REQUIREMENT** that, if not complied with, will make you subject to DEPORTATION. The new USCIS regulations, effective January 1, 2003, state that your address changes must be submitted to the school. Since St. Charles Community College is a SEVIS approved school, you do not need to submit your address change on the Form AR-11 at this time. Addresses must be a physical location, not a P.O. Box.
- Request an extension, 3 months prior to expiration, if more time is needed to complete your program.
- Report any change of major to the DSO, so a new SEVIS I-20 can be generated.
- Request an extension of stay (program extension) before the expiration date on your I-20 if your studies will not be completed within the allotted period. Be aware of your completion of studies date on your I-20.
- Provide your advisor with any update information regarding your passport, visa, I-94 or status.

### **Duration of Status**

The meaning of D/S (Duration of Status) allows an F-1 student who is pursuing a full course-of-study to complete any education level, series of educational programs and any practical training, and then 60 days later (after completion of studies) either to depart from the U.S., transfer, or apply for a change of visa status. A student who has not applied for practical training, transfer or change of status after completion of studies may not remain in the U.S. beyond the 60-day grace period even if the expiration date on the I-20 has not yet been reached.

The 60-day grace period is no longer in the legal definition of "duration of status." The new rule creates 2 grace periods:

1. 60 days for those who have completed their course-of-study and any authorized practical training.
2. 15 days for those who terminate their course-of-study before it is

complete (if student obtains authorization of DSO prior to terminating their course of study.)

**NOTE: Students who terminate their course of study without prior DSO approval or otherwise fail to maintain status are not eligible for any additional period and should leave immediately the United States.**

*Portions taken from "International Student and Scholar Services Handbook" from Office of International Student and Scholar Services, University of Missouri – St. Louis.*

Students who find that they are unable to complete their studies in the time noted on the I-20 are required to obtain a new I-20 with the new date of completion noted. To do this, you must report to your DSO **PRIOR** to the date of completion of your I-20; you will be required to submit updated documentation of financial support. To gain a program extension, students must also show satisfactory progress towards the degree. Unacceptable reasons for extending one's program include probation, suspension, or not maintaining full-time status.

### **School Transfers**

F-1 students who are eligible to transfer must bring his/her advisor/DSO an F-1 transfer form from their perspective college and SCC's completed "Authorization to Release SEVIS Record" form in order to begin the transfer process. Any questions regarding your eligibility to transfer should be directed to your DSO.

Transfer will be completed once an official acceptance letter from the transfer – in school is received by St. Charles Community College and you have completed the "Authorization to Release SEVIS Record" form.

### **SEVIS (Student and Exchange Visitor Information System)**

SEVIS facilitates timely reporting and monitoring of international students and exchange visitors in the United States. It is an Internet-based application for electronically tracking and reporting on foreign students and exchange visitors in the U.S. SEVIS allows schools to transmit electronic information to the Immigration and Naturalization Service (INS) and Department of State, which is now the Department of Homeland Security (DHS). Schools are able to submit school certification applications (like CPT and OPT) update certification information (edit or renew a CPT), submit updates to INS and create an update in F-1 student records (i.e., change of address, major, graduation date).

### **Other Non-Immigrant Changes Affecting Change of Status from B-2 to F-1 and F-2 to F-1**

Students entering the U.S. on a B-1 or B-2 visa (visitor) cannot be admitted and start studying in an academic program while still in B status. Students entering the U.S. on an F-2 visa (spouse or child of an F-1) can be admitted and start studying on a part-

time basis while still in F-2 status. For further information, currently enrolled students should speak with a DSO in the Enrollment Service/International Student Office. Students on a B-1, B-2, or F-2 visa and seeking admission to the College should speak with the International Student Support Specialist/DSO.

*Portions taken from "International Student and Scholar Services Handbook" from Office of International Student and Scholar Services, University of Missouri – St. Louis.*

## **EMPLOYMENT**

### **On-Campus Employment**

Any full-time student with good academic and financial standing is eligible to work on campus. You do not need permission to work on-campus from USCIS. Students cannot work more than 20 hours per week during mandatory semesters, which are Fall and Spring. They may work up to 40 hours a week during holiday's and summer vacation. Look under " Student Employment" on the St. Charles Community College website for part-time jobs.

### **Curricular Practical Training (CPT)**

#### **Definition:**

The Immigration Service defines curricular practical training (CPT) as employment, which is an integral part of an established curriculum, including alternative work/study, internship, cooperative education, or any other type of required internship or practicum, which is offered by sponsoring employers through cooperative agreements with the school. According to UCIS the word, "required" does not always limit this type of practical training to work experience, which are required parts of the curriculum. This clarification is discussed below.

#### **Job Requirements**

To be considered curricular practical training, the work must not only be directly related to your major field of study, but must also be an integral or important part of your studies. A work or training experience, which is required by your degree program, meets the requirements for practical training, regardless of whether or not you receive academic credit for your work. Training which is not required by your degree program may meet the requirements for curricular practical training if you receive academic credit for the employment experience and if it is an important part of your studies. Consult with your advisor about your particular academic program before accepting any offer of employment. F-1 students can apply for CPT by completing and submitting all federally required paperwork and registering for CPT with their advisor/DSO. In addition, interested students must officially register for the internship(s) and be charged at the current tuition rate.

#### **Student Eligibility Requirements**

F-1 students must be full-time for one academic year before they can engage in curricular practical training. Students must have at least a 2.50 GPA to apply for CPT. A student who has an outstanding obligation to the College is not eligible to apply for CPT.

## **Terms**

Employment for 20 hours or less per week while you are enrolled for classes is considered part-time curricular practical training. The employment authorization written on the back of your I-20 copy will specify permission to engage in part-time training and you must limit your work to no more than 20 hours per week. There is a one year limitation upon length of time you may participate in part-time curricular practical training; you must simultaneously be enrolled in order to maintain lawful F-1 status. You must re-new your CPT application every year.

## **Optional Practical Training (OPT)**

Under Optional Practical Training regulations an F-1 student is subject to be approved for up to 12 months of optional practical training after each level in F-1 status. If the student is in a STEM (Science, Technology, Engineering, Math) major they may have additional months of OPT.

You may obtain authorization for optional practical training after completion of a course of study. You must apply before graduation.

To be eligible for Optional Practical Training you must:

1. Have held student status for at least one academic year
2. Currently be maintaining valid F-1 visa
3. Have completed a course of study
4. Intend to work after completion of studies in a job directly related to your course of study
5. Have no outstanding obligations to the College (coursework, financial obligations, or required paperwork)
6. Have met with Career Services to complete a resume

Please note that you do not have to have a job offer before applying for Optional Practical Training and that you must in any case apply before completion of your studies. Optional Practical Training must end no later than 14 months from your completion of studies date.

Students are only permitted to apply for a period of 12 months of OPT following each degree received as long as the degrees are a higher level, (i.e. associates to bachelors or bachelors to masters). Obtaining two degrees of the same level, such as AAS with a concentration in Finance and an AA in Business Management entitles applicant to only one 12 month period of OPT.

## **Application and Authorization Procedures**

To apply for OPT you must come to the Enrollment Services/International Student office or go to the International Student page on-line, no more than 90 days before your anticipated completion of a course of study, to pick up or print out the OPT application packet. You must apply to the Enrollment Services/International Student Office and USCIS for an Employment Authorization Document within this application

period. Neither Enrollment Services/International Student nor USCIS will process your application after completion of your course of study.

*Portions taken from "International Student and Scholar Services Handbook" from Office of International Student and Scholar Services, University of Missouri – St. Louis.*

**PLEASE NOTE: NO APPLICATION WILL BE ACCEPTED AFTER COMPLETION OF YOUR STUDY.**

Please note again that your practical training application is not approved until you have your official photo Employment Authorization Document card. The processing time may take as long as 90 days or more after the application has been received. Once you have received your official photo EAD card, you will need to provide a copy of it to the Enrollment Services/International Student Office.

Please note that the application period for OPT, which begins 90 days before you complete your program of study is very important. You must apply both to the Enrollment Services/International Student Office and USCIS for an Employment Authorization Document within this application period. Neither the Enrollment Services/International Student Office nor USCIS will process your application after completion of your course of study.

**Request for Travel Documents**

A request for travel must be completed **two weeks prior to the date** of departure. Please bring the completed request form along with all of your (and your dependents, if necessary) original I-20s, passport(s), visa(s), I-94(s), and any supporting documentation to your advisor for the request to be processed.

Upon re-entry to the U.S. you are required to provide your advisor with your new I-94 departure number.

**Where do I inquire about immigration matters?**

Direct all inquiries to the International Student Support Office at [international@stchas.edu](mailto:international@stchas.edu) (636-922-8611) or UCIS website. Do not rely on information from a friend or hearsay. Your friend may have good intentions but may be unaware of changes in regulations; especially the new regulations embodied in newly implemented SEVIS (Student and Exchange Visitor Information System).

The International Student Support Office wants to assist you in reaching your educational goals and give you opportunities for training in your major field of study. You must do your part by keeping informed of changes in regulations pertaining to your status by coming to our office when you have questions or concerns.

**Helpful Websites:**

[www.immigration.gov](http://www.immigration.gov) (Immigration and Naturalization Service)

[www.nafsa.org](http://www.nafsa.org) (Association of International Educators)

<http://studyinthestates.dhs.gov/> (General answers for international Students)

**LETTER REQUEST FOR VISITOR VISA  
FOR FAMILY TO ATTEND GRADUATION**

**Date:** \_\_\_\_\_

**Student Name:** \_\_\_\_\_

**Address** \_\_\_\_\_  
\_\_\_\_\_

**Student ID:** \_\_\_\_\_

**Your Status (Permanent Resident, F-1 visa)** \_\_\_\_\_

**YOU MUST PRINT CLEARLY OR TYPE INFORMATION – VERY IMPORTANT FOR VISAS**

Full Name of Family Member: \_\_\_\_\_

Relationship (Mother, father, etc.): \_\_\_\_\_

City and Country of Residence: \_\_\_\_\_

Full Name of Family Member: \_\_\_\_\_

Relationship (Mother, father, etc.): \_\_\_\_\_

City and Country of Residence: \_\_\_\_\_

Full Name of Family Member: \_\_\_\_\_

Relationship (Mother, father, etc.): \_\_\_\_\_

City and Country of Residence: \_\_\_\_\_

**Please email me the letters to** \_\_\_\_\_

**Please mail them to me at** \_\_\_\_\_

**I will pick up in (2) days in CC 102D** \_\_\_\_\_

(Please fill out the top portion of the form with student information by printing clearly. Family member's names must be printed carefully.-if misspelled or different from their passport, their Visa will not be granted. You may type the names on a separate sheet and attach to this form-just completing your information at the top of the form.)

If you have any questions contact: **Laurie Bernardy in CC102D or lbernardy@stchas.edu**



Office of Global Studies and International Support  
4601 Mid Rivers Mall Drive CC Room 102D  
Cottleville, MO 63376  
(636) 922-8611  
lbernardy@stchas.edu

## International Student Letter Request Form

Name \_\_\_\_\_ Student ID# \_\_\_\_\_

Address \_\_\_\_\_ Email \_\_\_\_\_ Phone \_\_\_\_\_

\_\_\_\_ Letter for Drivers License Bureau and/or Bank

\_\_\_\_ Transfer Letter

\_\_\_\_ Recommendation Letter for Scholarship, Admission to transfer school, etc.

\_\_\_\_ Travel Documents: Date leaving \_\_\_\_\_ Date returning \_\_\_\_\_

\_\_\_\_ Other: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_ Please email my information to \_\_\_\_\_

\_\_\_\_ Please mail to: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_ I will pick up in (2) days in the College Center 102D

(email this form to [international@stchas.edu](mailto:international@stchas.edu) or drop it off at the College Center Room 102D)

Student Signature \_\_\_\_\_ Date \_\_\_\_\_



# St. Charles

## COMMUNITY COLLEGE



### International Student Responsibility Form

(Read, check mark each statement, and sign)

Updated July 2017

- I understand that I must be in status to enroll in classes at SCC.
- I understand that I must enroll in at least 12 credit hours each semester (excluding summers) and maintain a minimum of a **2.0 grade point average**. After 2 semesters I will be acad suspended
- I understand that any exceptions to the 12 credit hour enrollment requires special authorization by my international student coordinator before I drop any hours. That authorization is not guaranteed.
- I understand that if I withdraw from classes and fall below 12 credit hours before speaking with the international coordinator/DSO, **I will automatically be out of status.**
- I understand that my I-20 is valid for a two year period, after which, I must return home or transfer to another college/university. Extending my program is only an option in a few circumstances, such as changing a major. A program extension is not an option, if poor academics prevented completion of my program in a timely manner.
- I understand that I am required to update my address with U.S. Citizenship and Immigration Services (USCIS) within **10 days** of moving or be considered out of status. I can do this through my international coordinator/DSO.
- I understand any changes made to my record and/or degree program including changing my phone number, email address, and/or major, etc. must be updated in the International Office
- I understand that I must notify my international student coordinator once I plan to transfer or graduate. I must also officially apply for graduation (by the stated deadline) through the cashier's office.
- I understand that course payments must be made on time or I will be automatically withdrawn from classes and will have to attempt to re-register as soon as possible.
- I understand that federal aid is funded by tax dollars, and therefore I am not eligible for any type of financial aid including work study jobs.
- I understand the NELNET Payment Plan Option is available to International Students after completion of their first semester.
- I understand that I may only work on-campus, unless I have applied for and been approved for off-campus employment by USCIS. On-campus employment may be authorized by my international coordinator.
- I understand that I must have my I-20 endorsed by my DSO (Designated School Official) each time I plan to travel outside of the country. I must make the request at least one month in advance to allow for processing time.
- It is my responsibility to understand the F-1 regulations. Any consequences from failing to follow or understand the F-1 regulations will be my own fault. I must ask questions and seek out information if I am unclear about anything.
- I understand each semester I will be required to provide **proof of health care insurance**

I fully understand the above rules and agree to comply with St. Charles Community College's policies. I further understand that I will be subject to termination, which leads to deportation, if I do not comply with immigrations rules and regulations.

Student Name- **Print** \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

# CHANGE OF STUDENT RECORD INFORMATION FORM

ENROLLMENT SERVICES



## PLEASE PRINT

Name: \_\_\_\_\_

Student ID Number: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Student Signature: \_\_\_\_\_

### Complete ONLY the sections below that need to be updated.

#### CHANGE OF LEGAL NAME

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

\*Verification of legal name change is required. Social Security card, driver's license, marriage license, passport, official state ID card or court order will be accepted.

Staff Initials

Addition of Preferred name: \_\_\_\_\_

Preferred name will be used on class rosters, CANVAS rosters and student ID cards only. Legal name will be listed on all other documents.

#### CHANGE OF EMERGENCY CONTACT INFORMATION

Contact Name: \_\_\_\_\_

Contact Phone Number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Staff Initials

#### CHANGE OF ADDRESS

New Address: \_\_\_\_\_  
Street Address

City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_

Staff Initials

#### CHANGE OF PHONE NUMBERS

Student Main Contact Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Student Cell Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Staff Initials

#### CHANGE OF GENDER

Please circle one:            Male                            Female

Staff Initials

CHANGE OF SOCIAL SECURITY NUMBER: \_\_\_\_\_

\*Valid Social Security Card must be presented

# REQUEST FOR CHANGE OF DEGREE PROGRAM

## ENROLLMENT SERVICES



Name \_\_\_\_\_ Student ID # \_\_\_\_\_

Do you want to end all other active Degree Programs?  YES  NO

(CIRCLE YOUR SELECTION BELOW)

### College Transfer Program (Associate of Arts)

Education, A.A.T.      General      Graphic Design, A.F.A.      Studio Art, A.F.A.  
Early Childhood  
Elementary  
Secondary

### College Transfer Program (Associate of Science)

Biology      Environmental Health & Safety Degree      Management Information Systems      Programming Languages  
Chemistry      Exercise Science      Nursing      Recreation/Leisure  
Cyber Security      Health Information Management      Pre-Pharmacy      Sports Management  
Engineering

### Career-Technical (certificates and degrees, not generally designed for transfer)

<b>Business Administration</b> Accounting, A.A.S. Accounting, C.A. Accounting, C.S. Economics, A.A.S. Economics, C.A. Economics, C.S. Management, A.A.S. Management, C.A. Management, C.S. Marketing, A.A.S. Marketing, C.A. Marketing, C.S.	<b>Child Care and Early Education</b> Child Care and Early Education, A.A.S. Child Care and Early Education, C.A. <b>Computer-Aided Drafting</b> Computer-Aided Drafting, A.A.S. Computer-Aided Drafting, C.A. <b>Computer Science</b> Computer Programming, A.A.S. Computer Programming, C.S. Computer Security, C.S. Cyber Security, A.A.S. Database Management, A.A.S. Database Management, C.A. IT Project Management, C.S. Management Information Systems, A.A.S. Multimedia, C.A. Multimedia, C.S. Multimedia/Web Design, A.A.S. Network Design, C.A. Advanced Network Design, C.A.	<b>Networking, A.A.S.</b> Networking, C.A. Network Security, A.A.S. Programming, C.S. Programming Languages, C.A. Web Design, C.A. Web Media, C.S. <b>Criminal Justice</b> Law Enforcement, A.A.S. Law Enforcement, C.A. <b>Education</b> Paraprofessional/Autism Specialist, A.A.S. Paraprofessional, A.A.S. <b>Emergency Medical Science</b> Emergency Medical Science, A.A.S. <b>English as a Second Language, C.S.</b> <b>Fine Arts</b> Creative Writing, C.S. <b>General Technology</b> General Technology, A.A.S.	<b>Global Culture</b> Global Studies, C.A. <b>Art</b> Design Media, C.S. Graphic Design, A.A.S. Photography, C.S. Print Media, C.S. <b>Health Information Management</b> Health Information Management, A.S. <b>Human Service</b> General Option, A.A.S. Gerontology Option, A.A.S. Addictions Option, A.A.S. Victimology Option, A.A.S. Youth Services Option, A.A.S. <b>Nursing</b> Nursing, A.S. Practical Nursing, C.A. <b>Occupational Therapy</b> Occupational Therapy Assistant, A.A.S. <b>Skilled Trades A.A.S.</b>
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Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Enrollment Services Processor \_\_\_\_\_ Date \_\_\_\_\_

A.F.A. – Associate of Fine Arts  
A.A. – Associate of Arts  
A.S. – Associate of Science  
A.A.S. – Associate of Applied Science  
A.A.T. – Associate of Arts in Teaching  
C.A. – Certificate of Achievement  
C.S. – Certificate of Specialization