Great Bay Community College

Portsmouth Campus

320 Corporate Drive, Portsmouth, NH 03801

Phone: (603) 427-7610 | Fax: (603) 334-6308

Rochester Campus

5 Milton Rd, Unit 32, Rochester, NH 03867

Phone: (603) 427-7700 | Fax: (603) 330-3001

Spring ☐ Summer ☐ Fall ☐ Year: _____

CHANGE OF MAJOR FORM

INSTRUCTIONS

1. Complete ALL information requested below.
2. Return completed form with ALL signatures to the One Stop.

CHANGE OF MAJOR: This form CANNOT BE USED for the following selective programs: Automotive, Motorcycle, Nursing, Surgical Technology, Veterinary Technology or Welding. A new application must be submitted for these programs.

Students can change into the following criteria programs with the understanding that additional admissions requirements may need to be met: Advance Composite Manufacturing, Biotechnology Certificates, Computer Numeric Control, Digital Design & Animation, Linux, Medical Office Administration, Nondestructive Testing, Programming, Software Development, Veterinary Practice Management.

NAME:	STUDENT ID#	A ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

Date of Birth: **Phone Number:**

Current Program:_____   Degree ☐   Certificate ☐

Desired Program:_____   Degree ☐   Certificate ☐

By my signature below, I understand that:

1. The appropriate college officials will review this request for possible approval.

2. Courses previously taken at GBCC may not transfer to my program.

3. Courses previously transferred to GBCC may not transfer to my program.

4. Change of majors approved after the Add/Drop period of the semester are effective the next semester.

Student Signature:_____ **Date:** _____

Desired Program Advisor Signature:_____ **Date:**_____

*Advisor: If you are signing for a criteria program (as listed above), please check revise side to ensure that the student has met the admissions requirements .

Admissions Office Approval Signature:_____ **Date:** _____

ADMISSIONS:	Processed by:_____ Date:_____ Effective Term: _____
REGISTRAR:	Curricula Catalog Term:_____ Transfer Credit Review: NO YES - Review Date: _____
	Academic Standing Reviewed by:_____ Date:_____ Effective Term: _____
	Comments: _____

CRITERIA PROGRAM ADMISSIONS REQUIREMENTS

PROGRAM	REQUIREMENTS
Advanced Composite Manufacturing	Applicant must take the Accuplacer and scores must indicate placement into MATH080 (or higher), college level Reading, CS107 or higher & Applicant must also attend an ACM Information Session or admissions appointment
Biotech Certificate	Applicant must have completion of High School Algebra, Biology, Chemistry with a grade of "C" or better or equivalent competencies & placement into ENGL110G or higher with the Accuplacer or equivalent competencies
Biotech Adv Cert (Not FA Eligible)	Applicant must have completion of college level Biology & Chemistry & Permission of Department Chair
Computer Numeric Control	Applicant must have completed Accuplacer testing for math and computer (no specific placement is required)
Digital Design & Animation Cert	Applicant must complete the Computer Accuplacer and scores must indicate placement into CIS107 or higher *Applicant is also expected to be at College level Reading, Writing and Math
Linux Cert	Applicant must take the Accuplacer and scores must indicate college level readiness in Reading, Writing, Math or demonstrate equivalent competencies; Applicants must also have completion of CIS110 or higher
Medical Office Admin. Assistant	Applicants must complete the Computer and Reading portions of the Accuplacer and scores must indicate college level readiness in Reading & computer placement into any level
Nondestructive Testing	Applicant must take the Accuplacer and scores must indicate placement into MATH080 (or higher), college level Reading, CS107 or higher
Programming	Applicant must have successfully completed MATH 170 or transferred in an equivalent course & Applicant must complete the Accuplacer and scores must indicate college level readiness in reading, writing, or demonstrate equivalent competencies
Software Development	Applicant must take the Accuplacer and scores must indicate placement into MATH150 or MATH170, ENG110, CIS107 or higher
Vet Practice Management	Applicant must complete the Accuplacer and scores must indicate placement into college level Math, Reading, Writing or demonstrate equivalent competencies; Applicants must also provide 2 years related work experience (or Acceptance into VTA) on GBCC Form

Please see GBCC Admissions or review the current College Catalog for questions

Admissions is located on the 1st floor in Suite SW111

(603)427-7600 ext:7500