# BUSINESS TECHNOLOGY and SERVICE DIVISION

(SSC 200, phone 792-2466)

## PROGRAM INFORMATION & CHANGE OF ADVISOR FORM (2015-2016)

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First</th>
<th>Mi</th>
<th>Phone</th>
<th>SSN/Student ID Number</th>
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</thead>
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- First time declaration advisor
- Completion of this form indicates a change of advisor to
- Completion of this form indicates the addition of a second advisor
- Completion of this form indicates a change of major from
- Completion of this form indicates the addition of a major.
- Completion of this form indicates a change of catalog year
- Record this major for both AAS and BAS degree
- Record previously declared minor.

### BACHELOR OF APPLIED SCIENCE

- Bachelor of Applied Science (check AAS major below)
- 1600 Bachelor of Applied Science in Applied Tech
- PB (Post Baccalaureate)

#### ASSOCIATE OF APPLIED SCIENCE DEGREE

- 1107 Accounting Assistant
- 1103 Administrative Assistant
- 1117 Administrative Medical Assistant
- 1090 Business Management
- 1011 Early Childhood Development
- 1050 Fire Service Technology
- 1142 Graphic Communications
- 1066 Hospitality Management
- 1126 Legal Admin Assistant
- 1118 Medical Assistant
- 1125 Paralegal
- 1052 Paramedic
- 1124 Web Design & Development

#### INTERMEDIATE TECHNICAL CERTIFICATES

- 1318 Medical Biller/Coder
- 1311 Early Childhood Development
- 1175 Food & Beverage Management
- 1312 Legal Office Technology
- 1316 Medical Transcription
- 1321 Office Technology
- 1319 Medical Receptionist
- 1325 Paralegal
- 1425 Retailing
- 1165 Rooms Division Management
- 1320 Supervision

#### PRE-TECHNICAL

- 1103 Pre-Admin Assistant
- 1117 Pre-Admin Med Assisnt
- 1107 Pre-Accounting Assisnt
- 1090 Pre-Business Mngmt
- 1011 Pre-Early Childhd Dev
- 1050 Pre-Fire Service Tech
- 1142 Pre-Graphic Communications
- 1066 Pre-Hospitality Mngmt
- 1126 Pre-Legal Admin Assistant
- 1118 Pre-Medical Assistant
- 1125 Pre-Paralegal
- 1052 Pre-Paramedic
- 1124 Pre-Web Design & Devel

Student Signature

Date

Advisor’s PRINTED Name

Advisor’s Signature

Second Advisor’s/PTEC Counselor’s PRINTED Name

Second Advisor’s/PTEC Counselor’s Signature

Division Chair’s Signature

Second Division Chair’s Signature

Revised 3/20/15