

**PROGRAM INFORMATION & CHANGE OF ADVISOR FORM (2011-2012)**

**BUSINESS TECHNOLOGY and SERVICE DIVISION**

(located in SGC 200, phone 792-2466)

\_\_\_\_\_  
Last Name                      First                      Mi                      Phone                      SSN/Student ID Number

\_\_\_\_\_  
Mailing Address                      City                      ST                      Zip

- |  |   |
|--|---|
| <input type="checkbox"/> First time <b>declaration advisor</b> _____                                     | <input type="checkbox"/> <b>07-08 Academic Year</b>   |
| <input type="checkbox"/> Completion of this form indicates a <b>change of advisor</b> to _____           | <input type="checkbox"/> <b>08-09 Academic Year</b>   |
| <input type="checkbox"/> Completion of this form indicates the <b>addition of a second advisor</b> _____ | <input type="checkbox"/> <b>09-10 Academic Year</b>   |
| <input type="checkbox"/> Completion of this form indicates a <b>change of major</b> from _____           | <input type="checkbox"/> <b>10-11 Academic Year</b>   |
| <input type="checkbox"/> Change of major from Academic to Professional/Technical                         | <input type="checkbox"/> <b>11- 12 Academic Year</b>  |
| <input type="checkbox"/> Completion of this form indicates the <b>addition of a major.</b>               | <input type="checkbox"/> _____ <b>Acad Yr/Catalog</b> |
| <input type="checkbox"/> Record this major for both AAS and BAS degree                                   |   |

**BACHELOR OF APPLIED SCIENCE**

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

**ASSOCIATE OF APPLIED SCIENCE DEGREE**

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> 1103 Administrative Assistant         | <input type="checkbox"/> 1050 Fire Service Technology            | <input type="checkbox"/> 1118 Medical Assistant |
| <input type="checkbox"/> 1117 Administrative Medical Assistant | <input type="checkbox"/> 1141 Graphic Design/Printing Technology | <input type="checkbox"/> 1125 Paralegal         |
| <input type="checkbox"/> 1105 Bookkeeping                      | <input type="checkbox"/> 1066 Hospitality Management             | <input type="checkbox"/> 1052 Paramedic         |
| <input type="checkbox"/> 1090 Business Management              | <input type="checkbox"/> 1126 Legal Admin Assistant              | <input type="checkbox"/> 1123 Web Development   |
| <input type="checkbox"/> 1011 Early Childhood Development      |  |   |

**ADVANCED TECHNICAL CERTIFICATES**

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> 1102 Administrative Assistant         | <input type="checkbox"/> 1089 Business Management         | <input type="checkbox"/> 1063 Hospitality Management |
| <input type="checkbox"/> 1119 Administrative Medical Assistant | <input type="checkbox"/> 1012 Early Childhood Development | <input type="checkbox"/> 1027 Legal Admin Assistant  |
| <input type="checkbox"/> 1104 Bookkeeping                      |   |  |

**TECHNICAL CERTIFICATES**

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> 1136 Digital Imaging             | <input type="checkbox"/> 1319 Medical Receptionist  | <input type="checkbox"/> 1325 Paralegal                 |
| <input type="checkbox"/> 1311 Early Childhood Development | <input type="checkbox"/> 1316 Medical Transcription | <input type="checkbox"/> 1425 Retailing                 |
| <input type="checkbox"/> 1175 Food & Beverage Management  | <input type="checkbox"/> 1321 Office Technology     | <input type="checkbox"/> 1165 Rooms Division Management |
| <input type="checkbox"/> 1312 Legal Office Technology     | <input type="checkbox"/> 1095 Offset Press          | <input type="checkbox"/> 1320 Supervision               |
| <input type="checkbox"/> 1318 Medical Biller/Coder        |   |   |

**PRE-TECHNICAL**

- 12001 Pre-Technical BTS                       9999 Non-Degree-Seeking (financial aid not available)

\_\_\_\_\_  
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