
BUSINESS TECHNOLOGY and SERVICE DIVISION
(SGC 200, phone 792-2466)

Last Name   First   Mi   Phone   SSN/Student ID Number

☐ 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
☐ 1103 Administrative Assistant
☐ 1117 Administrative Medical Assistant
☐ 1107 Accounting Assistant
☐ 1090 Business Management
☐ 1011 Early Childhood Development
☐ 1050 Fire Service Technology
☐ 1141 Graphic Design/Printing Technology
☐ 1066 Hospitality Management
☐ 1126 Legal Admin Assistant
☐ 1118 Medical Assistant
☐ 1125 Paralegal
☐ 1052 Paramedic
☐ 1123 Web Development

ADVANCED TECHNICAL CERTIFICATES
☐ 1102 Administrative Assistant
☐ 1119 Administrative Medical Assistant
☐ 1106 Accounting Assistant
☐ 1089 Business Management
☐ 1012 Early Childhood Development
☐ 1063 Hospitality Management
☐ 1027 Legal Admin Assistant

TECHNICAL CERTIFICATES
☐ 1136 Digital Imaging
☐ 1311 Early Childhood Development
☐ 1175 Food & Beverage Management
☐ 1312 Legal Office Technology
☐ 1319 Medical Receptionist
☐ 1316 Medical Transcription
☐ 1321 Office Technology
☐ 1095 Offset Press
☐ 1318 Medical Biller/Coder
☐ 1325 Paralegal
☐ 1425 Retailing
☐ 1165 Rooms Division Management
☐ 1320 Supervision

PRE-TECHNICAL
☐ 1103 Pre-Admin Assistant
☐ 1117 Pre-Admin Med Assistant
☐ 1107 Pre-Accounting Assistant
☐ 1090 Pre-Business Mgmt
☐ 1011 Pre-Early Childhd Dev
☐ 1050 Pre-Fire Service Tech
☐ 1141 Pre-Graphic Design/Prnt Tech
☐ 1066 Pre-Hospitality Mngmt
☐ 1126 Pre-Legal Admin Assisnt
☐ 1118 Pre-Medical Assistant
☐ 1125 Pre-Paralegal
☐ 1052 Pre-Paramedic
☐ 1123 Pre-Web Development

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 1/8/15