

How to Change your Major via Change of Major Form

You must use Adobe Reader or Acrobat to digitally sign the Change of Major form. Please download the form and use Adobe to submit with a digital signature. When complete you may securely upload the Change of major form to the Registration and Enrollment Services Office through the [Secure Upload System](#). Read the instructions below to upload the necessary documents for enrollment.

Step 1. Meet with an advisor

Prior to digitally submitting a Change of Major form, students are highly encouraged to speak with an advisor to discuss major options and the academic implications it may have. Visit the [Advising](#) page to schedule an appointment with an Academic Advisor.

Step 2. Download and Complete Change of Major Form

View the [Change of Major Form](#) or visit the [Registration Forms](#) to download.

Academic Forms

- [AGEC Stamp/In-Progress Request](#)
- [Application for Graduation](#)
- [Change of Major - Use this form for Spring 2021 & Summer 2021](#)
- [Change of Major 2021-2022 - Use this form for Fall 2021](#)
- [Internship Packet](#) - This packet must be completed by student and faculty/dean.
- [Request for Evaluation](#) -
 - Use this form if you need to submit a professional license/certification or specialized college credit for transfer credit evaluation.

Open the fillable form using Adobe Reader or Acrobat to digitally fill and sign. Please fill in all parts that apply and check the declared degree or certificate. Visit the [Degrees and Certificates](#) page to view all the degrees and certificates CCC offers.

Change of Major Form 2021- 2022

* Changing your major may have academic and financial aid implications. We encourage you to meet with an academic advisor and the Financial Aid Office prior to submitting this form.
* Coconino Community College will award your degree and/or certificate when the College determines that all program requirements have been successfully completed. You may opt out of this college-initiated process by submitting a written request to Registration and Enrollment Services.

Student Name: _____ Student ID: g_____

Change the major to take effect: Fall 2021 Spring 2022 Summer 2022

Select the declared degree or certificate

Degrees	Certificates	Office Use
Associate of Arts (AA)	Accounting	F
American Sign Language & Interpreting Studies (AA)	Amazon Web Services	F
Associate of Business (ABus)	American Sign Language and Interpreting Studies	F
Associate of Fine Arts (AFA) - Visual Arts	Assisted Living Facility Caregiver	F
Associate of Science Degree (AS)	Automotive Technology	F
	AZ General Education Curriculum: Arts (AGEC-A)	F
	AZ General Education Curriculum: Business (AGEC-B)	F
	AZ General Education Curriculum: Science (AGEC-S)	F
	Basic Detention Academy	F
	Construction Technology	F
	Early Childhood Education	F
	Environmental Technology: Alternative Energy-Intermediate	F
	Environmental Technology: Alternative Energy-Advanced	F
	Fire Science-Intermediate	F
	Fire Science-Advanced	F
	Fire Science-Wildfire Suppression	F
	Google IT Support Professional	F
	Graphics and Web Design	F
	Heating, Ventilation, Air Conditioning, Refrigeration (HVAC) Level I Technician	F
	Hotel and Restaurant Services-Intermediate	F
	Intro to Hotel and Restaurant Services	F
	Medical Assistant	F
	Nursing Assistant	F
	Pre-Health Careers	F
	Additional	
	Faculty-EDU Course Requirement	F
	Undeclared Major	F
	Personal Enrichment	F

F = Financial Aid Eligible. Important information about the educational debt, earnings and completion rates of students is available at www.coconino.edu/degrees-and-certificates

Student Signature: _____
Date: _____

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Step 3. Upload Change of Major Form through the Secure upload System

Submit all documents to the Registration and Enrollment Services Office using the [Secure Upload System](#). You will need your myCCC student portal login information.

Your user ID is your Comet ID, which is made up of a combination of five characters, starting with your first and last initial. First-time users must create their initial password and security information to activate their myCCC student portal. If you do not know your Comet ID or password and would like to reset it, please contact the ITS Help Desk at 928-226-4357.

Step 4. Confirmation Email sent to the Student Email Address

A confirmation email will be sent to your student email address or to the email address used to submit the Change of Major form via the Secure Upload System. You may check your degree status when you access your myCCC student portal by clicking the DegreeWorks icon in the QuickLaunch navigation box.

The screenshot shows a student profile page with the following information:

- Student ID: @00060308
- Name: Comet, Coco Halley
- Degree: AA-Associate of Arts
- Advanced search
- Level: Regular
- Classification: Sophomore
- Major: AA-Business
- Program: AA-Business
- College: Coconino Comm College District
- Student Type: New First Time College Student
- Advisor: sonjia.jones@coconino.edu
- Transfer Hours: 52
- Transfer Degree: NONE-Professional Certification TC
- Hold: No
- Total Transfer Credits: 52
- Test Scores: High School Cum GPA : 04/14/2020 : 2.84

A red circle highlights the Major and Program fields.