

# 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 2021-2022](#) This form is to be used for Summer 2022 only. \*Please submit an application for graduation if you are wanting to change your major for Spring 2022 to complete/post a degree and/or certificate.
- [Change of Major 2022- 2023](#)
- [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 2022- 2023**

\* 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.

\* Cocoino 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: @ \_\_\_\_\_

Change the major to take effect: Fall 2022  Spring 2023  Summer 2023

Select the declared degree or certificate

Degrees		Office Use	Certificates		Office Use
Associate of Arts (AA)	F	SET1AGAT	Accounting	F	ATCF
American Sign Language Interpreting (AA)	F	ABL5ABL7 AGAT	Amazon Web Services	F	AWSC
Associate of Business (ABUS)	F	ABUS AGBT	American Sign Language Interpreting Studies	F	ASL7
Associate of Fine Arts (AFA) - Visual Arts	F	FAV1AGAT	Assisted Living Facility Caregiver	F	ALOC
Associate of Science (AS)	F	GST2 AGBT	Automotive Technology	F	AULT1
<b>Associate of Applied Science Degrees (AAS)</b>			Basic Detention Academy	F	BDAT
Administration of Justice	F	AJBS	Construction Technology	F	CTCF
Environmental Technology: Alternative Energy Technician	F	ATE1AECW AEC5	Early Childhood Education	F	ECE7
Business- Accounting	F	BST4 BACC	Environmental Technology: Alternative Energy-Intermediate	F	AEC5
Business- General Business	F	BST4BGB	Environmental Technology: Alternative Energy-Advanced	F	AECW AEC5
Computer Technology	F	CSPT	Fire Science - Intermediate	F	FSC5
Construction & Industry Trades	F	CIIT	Fire Science - Advanced	F	FSCB/FSC5
Construction Technology	F	CDT3	Fire Science - Company Officer	F	FSCB
Cybersecurity	F	CYB1	Fire Science - Fire Engineer	F	FSCB
Early Childhood Education	F	ECE3	Fire Science - Wildfire Suppression	F	FSC7
Fire Science	F	FAC3/FSCW FSCB	Google IT Support Professional	F	ITSB
Hospitality Management	F	HPRB3 HBR7	Graphics and Web Design	F	GWDF
Medical Office Management	F	MOB1 MEAT	Heating, Ventilation, Air Conditioning, Refrigeration (HVAC) Level I Technician	F	HVC1
Nursing (students must be accepted to this program prior to declaring this major)	F	NRBS	Hotel and Restaurant Services - Intermediate	F	HRSB/HRS7
Paralegal Studies	F	PRBS	Hotel and Restaurant Services - Introduction	F	HRS7
Pre-Health Careers	F	PHC3 PPH7	Medical Assistant	F	MEAT
Sustainable Green Building	F	SGBS	Non-Destructive Testing	F	NDT1
<b>AZ General Education Curriculum Certificates</b>			Nursing Assistant	F	NAAT
AZ General Education Curriculum: Arts (AGEC-A)		AGAT	Pre-Health Careers	F	PHAT
AZ General Education Curriculum: Business (AGEC-B)		AGBT	<b>Additional</b>		
AZ General Education Curriculum: Science (AGEC-S)		AGST	Faculty-EDU Course Requirement	F	FED1
			Undeclared Major	F	NSDC
			Personal Enrichment	F	PERB

F = Financial Aid Eligible.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

RES\_5Apr2022

SA\_June2022

### 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 interface. At the top, there are three input fields: 'Student ID' with the value '@00060308', 'Name' with the value 'Comet, Coco Halley', and 'Degree' with the value 'AA-Associate of Arts'. Below these is a link for 'Advanced search'. The main profile information is displayed in a grid-like format:

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
Holds	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, both containing the value 'AA-Business'.