CHANGE OF MAJOR or ADD SECOND MAJOR FORM

Instructions: This form should be used to change or add any non-selective admission program as a major. Applications for selective admission to these programs (Health Science, Nursing, or New Media Arts) may be obtained from KISC. This form must be submitted into KISC by the first day of instruction of the effective term.

Name: ____________________________________________ ID: ____________________________

Last           First        MI  (UH Number or UH Username)

My Present Major: ____________________________________________ □ Associate Degree □ Certificate

SELECT ONE from the following choices to change or add a primary/secondary major:

☐ Change Primary Major: ____________________________ □ Associate Degree □ Certificate
Specialization: ____________________________ (Required for Educational Paraprofessionals, Culinary Arts, New Media Arts, Natural Science majors)

☐ Change Secondary Major: ____________________________ □ Associate Degree □ Certificate
Specialization: ____________________________ (Required for Educational Paraprofessionals, Culinary Arts, New Media Arts, Natural Science majors)

☐ Add Secondary Major: ____________________________ □ Associate Degree □ Certificate
Specialization: ____________________________ (Required for Educational Paraprofessionals, Culinary Arts, New Media Arts, Natural Science majors)

PLEASE READ, CHECK ONE (if applicable), AND SIGN BELOW:

☐ I am changing from a Health Education major (Nursing, Medical Assisting, etc.). Please see your Program Advisor or the Health Science Department Chair.
Program Advisor/Department Chair Signature: ____________________________ Date: ____________

☐ I am an International Student currently on an F-1 visa. Submit this completed form, along with your I-20 form to the Honda International Center (HIC) in ʻIliahi 112. An HIC staff member MUST sign this form before KISC can process it.
HIC Staff Signature: ____________________________ Date: ____________

☐ I have applied for or am receiving Financial Aid and/or Veterans Benefits. There may be ramifications to your financial aid and/or Veterans Benefits eligibility, it is suggested that you make an appointment with a Financial Aid Specialist or VA Certifying Official to discuss changing/adding a major. (Note: I understand that if I am a financial aid student, that my new major will not be updated until the start of the subsequent semester (i.e. it will not be updated in the middle of the semester).)

I understand that, unless I am receiving financial aid, I will enter my new major effective the current term once this form is completed and submitted to KISC by the cut-off dates specified. Also, I understand that I must meet all of the graduation requirements for the new major as stated in the catalog for the effective term.

Signature ____________________________________________________________________________ Date ____________

UH Number: ____________________________ Completed By/Date: ____________________________ Effective Term: ____________

☐SPACMNT: Transcript Evaluation Completed Date ____________ Major: ____________________________
KISC: VA ☐ Yes ☐ No  ☐ Continuing ☐ Returning ☐ First-Time New/Transfer
FA ☐ Yes ☐ No  Student Type: ☐ Continuing ☐ Returning ☐ First-Time New/Transfer
SEVIS (HIC) Input By/Date: ____________________________