

Program Change Request Form

This form is for currently registered domestic and international students wanting to change their program of study.

The current program and new program must be from the same department.

If your new program is not in the same department as your current program, you must apply to your new program using the EducationPlannerBC Online Application Service: apply.educationplannerbc.ca.

A fee (\$30 for domestic applicants and \$100 for international applicants) must be paid at time of online application.

Prior to completing and submitting this form

This form only applies to the following departments and programs.

If your new program is NOT listed on this form, you must apply to your new program using the EducationPlannerBC Online Application Service: apply.educationplannerbc.ca

CHANGE PROGRAM OPTIONS

Ensure that your current program and new program are in the same department.

Business

Accounting Diploma, Bachelor of Business Administration, Business Management Certificate, Financial Services Diploma, Marketing Diploma, Post Degree Certificate in Sustainable Business Practices, Post Degree Diploma in Sustainable Business Practices, General Management Diploma, Recreation Management Certificate, Recreation Management Diploma, Tourism Management Certificate, Tourism Management Diploma

Ensure that your current program and new program are in the same department.

Arts & Science

Arts & Science Certificate, Associate of Arts Degree, Associate of Science Degree, Associate of Science Degree- Environmental Sciences, Biology & Medicine Pre-Major, Kinesiology Certificate, Kinesiology Diploma, Criminal & Social Justice Certificate, Criminal & Social Justice Diploma, Economics & Commerce Pre-Major, Engineering Certificate, Environmental Studies Certificate, Fine Arts Certificate, Pre-Education Certificate, Science Certificate, Social Work Pre-Major, University General Studies

If your new program is NOT listed on this form, you must apply to your new program using the EducationPlannerBC Online Application Service: apply.educationplannerbc.ca

STUDENT PROFILE

Student ID:

Select one:

Domestic Student
International Student

Last Name:

First Name:

Current Program:

NEW PROGRAM

New program start term:

Spring

Fall

Winter

NOTE: Students CANNOT request a program change that is effective in their first term at the College of the Rockies.

Select only ONE program

Business

Accounting Diploma
Bachelor of Business of Administration
Business Management Certificate
Financial Services Diploma
Marketing Diploma
General Management Diploma

Post Degree Certificate in Sustainable Business Practices
Post Degree Diploma in Sustainable Business Practices
Recreation Management Certificate
Recreation Management Diploma
Tourism Management Certificate
Tourism Management Diploma

Arts & Science

Arts & Science Certificate
Associate of Arts Degree
Associate of Science Degree
Associate of Science Degree- Environmental Sciences
Biology & Medicine Pre-Major
Criminal & Social Justice Certificate
Criminal & Social Justice Diploma
Economics & Commerce Pre-Major
Engineering Certificate

Environmental Studies Certificate
Fine Arts Certificate
Kinesiology Certificate
Kinesiology Diploma
Pre-Education Certificate
Science Certificate
Social Work Pre-Major
University General Studies

IMPORTANT REMINDERS

- *Have you logged in to AccessCOTR to ensure that the College has your current contact information?*
- *Have you consulted an Education Advisor to ensure the new program of study is the best pathway for you?*
- *Have you reviewed the program outline? Do you meet the admission requirements for this new program of study?*

DECLARATION

Freedom of Information/Protection of Privacy

The College of the Rockies complies with the Freedom of Information/Protection of Privacy legislation of the Province of British Columbia. Information collected on this form is used in the normal course of College operations in accordance with this legislation.

Please read the following before signing:

By signing below, I am requesting College of the Rockies change my program to the one indicated above. I understand that this program change request form does not guarantee admission to the program.

STUDENT SIGNATURE

DATE

NEXT STEPS

Please submit this form to Enrolment Services (Cranbrook campus) **IN-PERSON** or by **EMAIL**: reghelp@cotr.bc.ca