



## 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](http://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](http://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; Marketing Diploma; Post Degree Diploma in Sustainable Business Practices; General Management Diploma; Recreation Management Certificate; Recreation Management Diploma; University General Studies.*

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

#### Arts & Science

*Arts, Humanities, Social Sciences Certificate; Associate of Arts Degree; Associate of Arts Degree – Social Work; 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; Engineering Certificate; Environmental Studies Certificate; Fine Arts Certificate; Pre-Education Certificate; Science Certificate; University General Studies.*

### 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  
General Management Diploma  
Marketing Diploma

Post Degree Diploma in Sustainable Business Practice  
Recreation Management Certificate  
Recreation Management Diploma  
University General Studies

### Arts & Science

Arts, Humanities, Social Sciences Certificate  
Associate of Arts Degree  
Associate of Arts Degree – Social Work  
Associate of Science Degree  
Associate of Science Degree- Environmental Sciences  
Biology & Medicine Pre-Major  
Criminal & Social Justice Certificate  
Criminal & Social Justice Diploma

Engineering Certificate  
Environmental Studies Certificate  
Fine Arts Certificate  
Kinesiology Certificate  
Kinesiology Diploma  
Pre-Education Certificate  
Science Certificate  
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.

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STUDENT SIGNATURE

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DATE

## NEXT STEPS

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