COLLEGE OF THE ROCKIES

Enrolment Services
2700 College Way, Box 8500
Cranbrook BC | V1C 5L7

250-489-8237 | 250-489-8219 Fax
1-877-489-2687
Scan and email to: reghelp@cotr.bc.ca

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; 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 –Psychology; Associate of Arts Degree – Social Work; Associate of Science Degree; Associate of Science Degree - Environmental Sciences; Associate of Science Degree –Biology & Pre-Medicine; 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
- ☐ 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 Arts Degree – Psychology
- ☐ Associate of Science Degree
- ☐ Associate of Science Degree- Environmental Sciences
- ☐ Associate of Science Degree- Biology & Pre Medicine
- ☐ 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.

_____ _____

STUDENT SIGNATURE **DATE**

NEXT STEPS

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