UNIVERSITY OF HAWAI`I • KAPI`OLANI COMMUNITY COLLEGE
Kekaulike Information and Service Center (KISC)
4303 Diamond Head Road, ʻIlima 102 • Honolulu, HI 96816-4421
Phone: (808) 734-9555 • Fax: (808) 734-9896 • E-mail: kapinfo@hawaii.edu

CHANGE OF MAJOR or ADD SECOND MAJOR FORM

Instructions: Complete this form to change a major OR add a major in a non-selective admission program only. Return to the address above by the first day of instruction of the effective term. Print Clearly.
NOTE: Applications for selective admission programs (refer to the KCC catalog or KISC for details) may be obtained from KISC.

Name: _____ SSN: _____
Last First MI

Check ONE: ☐ **CHANGE** MY MAJOR ☐ **CHANGE/ADD** A SECOND MAJOR

Present Major: _____ ☐ Associate Degree ☐ Certificate

Change to New Major: _____ ☐ Associate Degree ☐ Certificate
Specialization*: _____ (**Required for Educational Paraprofessionals, Food Service, New Media Arts majors)*

Change/Add 2nd Major: _____ ☐ Associate Degree ☐ Certificate
Specialization*: _____ (**Required for Educational Paraprofessionals, Food Service, New Media Arts majors)*

Current Term: _____

☐ 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 Print Name:_____

HIC Staff Signature: _____Date: _____

☐ I have applied for or am receiving **Financial Aid and/or Veterans Benefits**. Financial Aid and/or Veterans Benefits eligibility may be affected if you change your major/add a second major. KISC suggests you make an appointment with a Financial Aid Specialist or VA Certifying Official to discuss changing/adding a major.

STUDENTS - READ AND SIGN BELOW:

- 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.
- I understand that if I am a financial aid student, that my new major will not be updated until the start of the following term (i.e. will not be updated in the middle of the term).
- I understand that I must meet all of the graduation requirements for the new major as stated in the catalog of the effective term.

Signature _____ Date _____

FOR OFFICE USE ONLY

Banner ID: _____ Banner Input By/Date: _____ Effective Term: _____
☐SPACMNT: Transcript Evaluation Completed Date _____ Major: _____
SEVIS Input By/Date: _____
Student status: VA ☐ yes ☐ no Financial Aid ☐ yes ☐ no HIC ☐ yes ☐ no
Student Type: ☐ Continuing ☐ Returning ☐ First-Time New/Transfer