

Intent to Change or Add Program

Directions: Print this page and complete the form. After the Intent to Change or Add Program form is completed and signed by your current faculty advisor then precede filling out the form with your new faculty advisor for the program you intend to change to. Bring the signed form to the Admission Counselor (Richard Jardine for non-medical programs and Steve Albiston for medical programs)

You may not submit this form online.

1. Please fill out all the fillable fields on the form. (If you are unsure of how to answer the fields please print and request help from your faculty advisor or the admission counselor).
2. Have your current faculty advisor sign that you are leaving their program.
3. Meet with the new faculty advisor and make sure you fill out New Program Course Enrollment section with your new faculty advisor.
4. Have the semester plan (on the Intent to Change or Add Program form) signed by the new faculty advisor.
5. Enter the name(s) of College, Trade Schools, etc. you have attended since your initial enrollment at EITC.
6. Submit your Intent to Change or Add Program to your admission counselor in Student Service. (Richard Jardine for non-medical programs and Steve Albiston for medical programs)
7. After you have been added to the program you will need to go to WebAdvisor and create a registration plan and submit the plan by email to the new faculty advisor.