General Information

- The Application for Change in College and Program is to be used by currently enrolled and matriculated UC students who are seeking to matriculate in a new undergraduate UC college.

- Applicants to the College-Conservatory of Music must contact CCM Admissions Office (3245 Emery, 513-556-5463) for audition/interview information and program deadlines. Applicants to DAAP must contact the College Office for program deadlines (5470 Aronoff, 513-556-4933).

- The Application for Change in College and Program should be received by the “New UC College” by the following dates:  
  - Fall Semester – July 1
  - Spring Semester – November 1
  - Summer Semester – March 1

- The college to which you are applying will review your file and may require a meeting before making an admission decision. You may also be asked to supply additional information.

Instructions for Students

Complete sections I and II of this application form. Send/deliver all copies to the following location for the college to which you want to gain admission (“New UC College” in Section I).

Campus College Locations

<table>
<thead>
<tr>
<th>College</th>
<th>Location</th>
<th>Mail Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>College of Allied Health Sciences</td>
<td>302 French East</td>
<td>0394</td>
</tr>
<tr>
<td>McMicken College of Arts &amp; Sciences</td>
<td>2510 French Hall, West</td>
<td>0037</td>
</tr>
<tr>
<td>Carl H. Lindner College of Business</td>
<td>105 Lindner Hall</td>
<td>0020</td>
</tr>
<tr>
<td>College-Conservatory of Music</td>
<td>3235 Emery Hall</td>
<td>0003</td>
</tr>
<tr>
<td>College of Design, Architecture, Art &amp; Planning</td>
<td>5470 Aronoff Center</td>
<td>0016</td>
</tr>
<tr>
<td>College of Education, Criminal Justice, and Human Services</td>
<td>Teachers 511</td>
<td>0014</td>
</tr>
<tr>
<td>College of Engineering and Applied Science</td>
<td>665 Baldwin Hall</td>
<td>0018</td>
</tr>
<tr>
<td>College of Nursing</td>
<td>260 Procter Hall</td>
<td>0038</td>
</tr>
<tr>
<td>Access Colleges / Other Locations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clermont College</td>
<td>100 Student Service Bldg.</td>
<td>0103</td>
</tr>
<tr>
<td>UC Blue Ash College</td>
<td>150 Muntz Hall</td>
<td>0086</td>
</tr>
</tbody>
</table>

Instructions for UC Colleges

- “New UC College”— College in which the student is seeking admission/readmission
- If applicable, request credentials from current UC college.
- Evaluate credentials, record decision on application.
- Notify student of decision and send confirmation form to accepted student.
- Send Office of the Registrar a copy of the confirmation form upon receipt from student.
I. Personal Information

Name: ___________________________ UC Student ID#: M________________

Applying for: □ Change in College □ Cross College Major

New UC College: __________________________

New Major: __________________________

Applying for: □ Fall □ Spring □ Summer Year ______

Dates of Enrollment at non-UC College(s): __________________________

Current Address: __________________________

Street: __________________________

City: _____________ State: ____ Zip: ____

Home Address: (if different)

Street: __________________________

City: _____________ State: ____ Zip: ____

Phone: __________________________

Phone: __________________________

Email: __________________________

II. Change Requested

If you are currently enrolled in an associate degree program at UC, enter anticipated graduation date: __________________________

Briefly explain why you would like to move to another UC college. Please be specific about your intended major and career goals. Continue your comments on an attached sheet if necessary. (If you need help with choosing a college, program or major, the Center for Exploratory Studies can help you – 2nd Floor, French Hall West, 513-556-6540.)

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Student Signature: __________________________ Date: ______________

Office Use Only:

Action Taken

Effective year/term: __________________________

□ Change approved □ Change denied

Major: __________________________

College Cumulative GPA __________ Most Recent Term GPA __________

Degree Objective: __________________________

Comments: __________________________

College Representative: __________________________ Date: ______________