CHANGE OF PROGRAM/PLAN

Reynolds COMMUNITY COLLEGE

*Timeliness of Form: The window to change your plan closes when you pass the first "drop with refund" date in any of the classes you are registered for. For example, if you are taking a 12-week course and a 10-week course, the 12-week course "drop with refund' date is when the change of program plan must be submitted. Plan changes requested after these dates will become effective for the following term. Advisor assignments are updated on this time table also.

An Advisor, Advising Services or Enrollment Services must complete the staff portion of this form before sending it to the student. The student completes their section and forwards the form from their Reynolds email to Registrar@Reynolds.edu

Completed by Student

Student's Date of Birth: _____ **Empl ID:** _____

Last Name	First Name	M I	Jr.,3rd	Daytime Telephone Number
_____	_____	___	___	_____

SIGNATURE OF STUDENT: _____ **DATE:** _____

Completed by a Staff Member

Delete Plan (s):

Plan Code: _____ Plan Name: _____

Plan Code: _____ Plan Name: _____

Plan Code : _____ Plan Name: _____

Add Plan (s):

Plan Code : _____ Plan Name: _____

Plan Code : _____ Plan Name: _____

Plan Code : _____ Plan Name: _____

☐ **Re-evaluation of transferable college credits requested** ☐ **VA Student**

Advisor/Program Head or Advising Services Approval: _____ Date: _____

Change Catalog Year

Plan Code: _____ New catalog year _____

Plan Code: _____ New catalog year: _____

Plan Code: _____ New catalog year: _____

Advisor/Program Head or Advising Services Approval: _____ Date: _____

Registrar's Office
Processed by : _____ Date : _____