



REQUEST FOR RE-ADMISSION OR ACADEMIC PROGRAM CHANGE

(Please print clearly)

Today's Date _____

BIOGRAPHICAL INFORMATION:

Name _____

Date of Birth _____

Apartment Number _____

Student ID/SS# _____

Legal Residence _____

Previous Name _____

City/State/Zip _____

Phone (Home) _____

Policies on ReAdmission and Curriculum Changes:

- You must meet the GPA requirement for the program you are requesting (see chart on back)
 - You must provide the documentation listed below
 - If you lost matriculation in a degree program at OCC and are seeking reinstatement, you must see an academic counselor for course planning and approval.
 - If this is the third program in which you are seeking to be admitted to, you must see an academic counselor for course planning and approval.
- Did you graduate from High School? Yes No Year _____
 If not, do you have a GED? Yes No Year _____
 - If you have not attended OCC in 6 or more years, you must submit an official high school transcript and/or diploma in order to be considered for re-admission.
 - If you did not graduate from high school, you may be required to complete Ability to Benefit testing in order to be considered for re-admission. (Review sheets are available. Review is highly recommended.)
 - Have you attended another college? Yes No
 NOTE: An official transcript is required from all institutions attended if you plan to use transfer credit at OCC.
 - Since leaving OCC have you been convicted of a crime? Yes No

NOTE: Paroled or previously incarcerated individuals should be aware of the implications regarding licensure in some professions. In compliance with Section 753 of the Correction Law.

RE-ADMISSION (returning after non-attendance)

- Last Semester Attended in a Degree Program: _____ Year/Semester
- Last Academic Program of Enrollment: _____

ACADEMIC PROGRAM CHANGE (curriculum change)

From: AA, AS, AAS To: AA, AS, AAS
(Please circle one of the above) (Please circle one of the above)

OCC academic programs are listed on the back. Please note that some have a GPA requirement.

Term Requesting Change: FA SP SU

STUDENT SIGNATURE: I certify all information given to be true and accurate.

I understand readmission and academic program changes are contingent upon all requirements, necessary paperwork, and approvals having been received.

X _____ Date _____

Programs of Study A.S. –associate in science designed for transfer A.A -associate in arts designed for transfer
A.A.S –associate in applied science intended for career placement

Apprentice Training: Building Trades A.A.S	Food Service Administration/ Restaurant Management A.A.S.	Nursing A.A.S. ²
Apprentice Training: Electrical Trades A.A.S	Health Information Technology A.A.S.	Physical Therapist Assistant A.A.S. ³
Architectural Technology A.A.S	Health Studies Certificate	Professional Communication A.A.S.
Art A.A.S.	Hotel Front Office Certificate	Professional Cooking Certificate
Automotive Technology A.A.S	Hotel Technology A.A.S.	Recreation Leadership A.S.
Business Administration A.S.	Human Services A.S. ⁴	Respiratory Care A.A.S. ³
Business Technology A.A.S.	Interior Design Technology A.A.S	Surgical Technology Certificate ³
Computer Engineering Technology A.A.S.	Labor Studies A.S.	Telecommunications Technology A.A.S.
Computer Information Systems A.A.S	Law Enforcement Certificate	Telecommunications (Verizon) A.A.S.
Computer Science A.S.	Liberal Arts & Sciences:	Web Technology Certificate
Criminal Justice A.A.S	Adolescence Education (Teacher Education Transfer) A.A ¹	
Criminal Justice A.S.	Childhood Education (Teacher Education Transfer) A.A. ¹	
Early Child Care Certificate	General Studies A.A.	
Electrical Engineering Technology A.A.S	Humanities & Social Sciences A.A.	¹ Minimum 2.8 GPA
Electronic Media Communications A.A.S.	Mathematics and Science A.A.	² Minimum 2.6 GPA plus prerequisites
Emergency Management A.A.S.	Mathematics and Science A.S.	³ Minimum 2.5 GPA plus prerequisites
Engineering Science A.S.	Mechanical Technology A.A.S.	⁴ Minimum 2.0 GPA
Environmental Tech: Geoscience A.A.S.	Microcomputer Troubleshooting and Maintenance Certificate	
Fire Protection Certificate	Music A.A.S.,	

For Office Use Only — Upon Receipt

- 1. Update Address Information** (If needed.)
- 2. Last Semester Student Enrolled:** _____
 - If less than 6 years and no curriculum change, simply update bio data.
 - If more than 6 years need proof of high school graduation or GED (check Onbase)
 - If no proof of graduation, communicate to student.
 - If non-high school graduate and no GED on Onbase, refer student for ATB testing.
- 3. Last Program:** _____

Refer to counseling if:

 - Nonmatric and lost matriculation
 - If the request is the third curriculum change for the student
- 4. Current Student GPA:** _____
(If below minimum for program requested, refer to counseling.)

_____ Referred to Testing	Date: _____	Initials: _____
_____ Referred to Counseling	Date: _____	Initials: _____

Counselor's Approval:	Date: _____
X _____	

_____ Referred to Certification and Records	Date: _____	Initials: _____
Final Processing :	Effective for 200_____	FA SP SU
Date: _____	Initials: _____	