NCC Student – Steps to Request a Change of Program

1. Log into your MyNCC Portal

2. Under quick link, click the MyBanner Tab

3. At the top, click the Student Tab

| Personal Information | **Student** | Financial Aid |

Search [   ] [Go]

4. Click Student Records

Student Records
Order Official Transcripts. View your holds, final grades, and unofficial transcript.
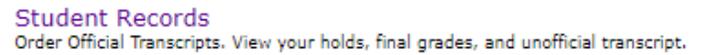
5. Click Student Change of Program Request

6. Under change of program, select the new desired NCC program

Select New NCC Program: *
- Liberal Arts & Sciences: Teacher Ed:Early Childhood - AA
- Liberal Arts and Sciences- Humanities and Social Sciences-AA
- Liberal Arts and Sciences- Math and Science-AS
- Liberal Arts&Sciences:Teacher Ed Early Childhood-AA
- Liberal Arts&Sciences:TeacherEd:Childhood-AA
- MSC1-AAS
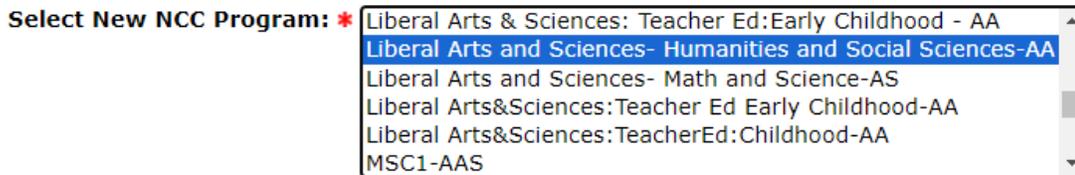
Submit
* - indicates a required field.

7. Answer all questions (please be aware of remaining time as web session will expire after a certain time)

Your web session will expire in 40 minutes at this time: 05:03:13 PM.
If your session expires, you will need to login again before you can return to this page. *Remaining Time: 33:41*
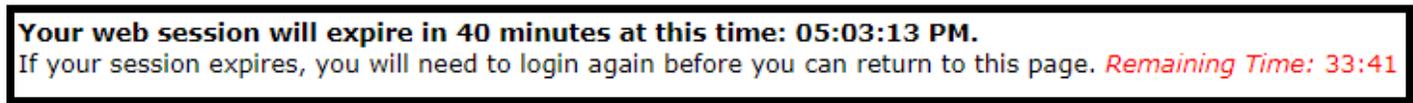
Questions

* - indicates a required field.
Have you graduated from NCC: *   ○ Yes ○ No
Are you in Two Concurrent Programs: *   ○ Yes ○ No
Email Registrar **If you answer yes to either of the these questions, you cannot**

Reason for change? *   [   ]
Maximum 250 characters. Characters Remaining: *

Have you run a WhatIF audit or met an advisor for this program? *   ○ Yes ○ No

8. After reviewing and checking acknowledgment box, click submit (must answer all questions with *)

Acknowledgment

I have read the program & admissions requirements chart. I understand that completing an academic program does not guarantee that I will be able to obtain licensure in my chosen profession. I an I intend to enroll. Such licensing requirements may include submitting to a criminal background check, providing proof of work authorization or fulfilling other specified conditions. Financial aid recipie for aid by reviewing Registration Compliance Results in your student portal.

* ☑ **I Acknowlege that I have read and understand the above.**

Submit

9. Finally, wait until your change of program request has been reviewed by appropriate office or department

Once submitted, the following will display (confirmation page for request)

| Personal Information | **Student** | Financial Aid |

Search [ ] Go

Student ID: N00▮▮▮▮▮▮
Name: ▮▮▮▮▮▮▮▮▮▮▮▮▮
Student Type: N - New First Time
Program: LAAA-AA - Lib Arts/Sci: Hum/SSci-AA
Degree Sought: AA - Associate in Arts
Major: LAAA - Liberal Arts Sci Hum SocSci
Catalog Term: 202240 - Spring 2022

Change of program request has been submitted.

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***If you no longer desire to change program, it can be cancelled immediately by returning to **change of program** and clicking **cancel request**

| Personal Information | **Student** | Financial Aid |

Search [ ] Go

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01/09/2023 04:39 PM Liberal Arts and Sciences- Math and Science-AS Cancel Request

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