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

College of Allied Health Sciences 303 French East Mail Location 0394
McMicken College of Arts & Sciences 2nd Floor French Hall, West Mail Location 0037
Carl H. Lindner College of Business 105 Lindner Hall Mail Location 0020
College-Conservatory of Music 3245 Emery Hall Mail Location 0003
College of Design, Architecture, Art & Planning 5470 Aronoff Center Mail Location 0016
College of Education, Criminal Justice, and Human Services One Edwards Center, Suite 1110 Mail Location 0014
College of Engineering and Applied Science 665 Baldwin Hall Mail Location 0018
College of Nursing 260 Procter Hall Mail Location 0038
Access Colleges / Other Locations

Clermont College 100 Student Service Bldg. Mail Location 0103
4200 Clermont College
Batavia, Ohio 45103

UC Blue Ash College 150 Muntz Hall Mail Location 0086
9555 Plainfield Road
Cincinnati, OH 45236

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.

Last Updated: 6-5-2013
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: ____________________________  Home Address: (if different) ____________________________

Street: ____________________________  Street: ____________________________

City: ____________________________  State: ______ Zip: ______  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: ____________________________