

Contact Information

Name: _____ EMCC ID #: _____

Mailing Address: _____
Street Address/City/State/ZIP

Primary Phone #: () _____ Is this a landline / cell ? (circle one)

E-Mail: _____

Enrollment Change Requested

I am requesting for this change to be effective Fall / Spring / Summer (circle one) Semester of 20_____.
(year)

I am requesting to:

(Explanation of each category on reverse side.)

change my major from: _____ (current program)

to: _____ (desired program)

change the *level* of my program from certificate to associate degree

change the *level* of my program from associate degree to certificate

ADD a program as a dual major* I would like to ADD the _____ program.

I am applying for readmission to the college** (see reverse for *additional requirements*)

- Check One: I wish to return to the same program that I voluntarily left while still in good academic standing.
 I wish to return to a different program. Desired Program: _____
 I wish to return from a Leave of Absence.
 I wish to return from a **Military** Leave of Absence.
 I was academically dismissed and wish to return to Eastern Maine Community College.
 Other: _____

Colleges Attended Since Previous Application To EMCC (if any): _____

Applicants must disclose all prior colleges/universities attended since last enrolled at EMCC. Failure to furnish all information may constitute adequate reason for disqualification of your acceptance or subsequent dismissal from the College as well as possible retraction or denial of financial aid funds.

Scheduling Preferences

Preferred Course Load: Full-Time (12 or more cr hrs) 3/4-Time (7-11 cr hrs) Part-Time (3-6 cr hrs)

Preferred Course Times: Day Evening Online (if possible; note none are offered exclusively online)

Preferred Site: Bangor Dover-Foxcroft East Millinocket Other: _____

Acknowledgement

I am receiving Veterans' benefits. Type of Benefits: _____
(See reverse for more information.) Branch of Service: _____

I understand that if this request is approved it may affect my financial aid and/or VA eligibility and that I am urged to seek clarification from the EMCC Financial Aid Department BEFORE submitting this form for consideration.

Applicant's Official Signature: _____ Date: _____

DEADLINES: Applications for **Medical Radiography** and **Nursing** are accepted September 1 through December 30 and are considered for fall enrollment only. Applications for **Surgical Technology** are accepted September 1 through February 1 and are considered for fall enrollment only. All other programs are accepted after September 1 each year, until the programs become filled with a reasonable waiting list. See Admissions for further clarification.

CRIMINAL BACKGROUND SCREENING: All applicants Medical Radiography, Nursing, Plumbing, and Surgical Technology *who are offered admission* will be required to submit to a national criminal background screening at their expense within 30 days of acceptance.

ATTENTION VETERANS:

If the student is eligible for Veterans educational benefits, they must also complete VA **Form 22-1995 (VA Request for Change of Program or Place of Training)** and submit it to EMCC's VA Certifying Official in the Enrollment Center for academic review to determine if they will continue to receive benefits for a new program of study.

FOR CURRENTLY ENROLLED STUDENTS

CHANGE OF PROGRAM -

Currently enrolled students requesting a change of program must return this completed form to the Enrollment Center. To be eligible for a program change, students must meet the program admission requirements in force at the time of application and be in good academic and financial standing. Admission into certain courses and/or programs will be on a space available basis.

***ADD A PROGRAM AS A DUAL MAJOR**

Currently enrolled students requesting to add a program to their existing major must return this completed form to the Enrollment Center. To be eligible for a dual major, students must meet the program admission requirements in force at the time of application and be in good academic and financial standing. Admission into certain courses and/or programs will be on a space available basis. Not all programs are eligible for dual major due to course scheduling conflicts. **Students interested in a dual major are REQUIRED to discuss their plan with an admissions counselor prior to submitting this request. Financial Aid & Veterans Administration regulations restrict eligibility for assistance with regard to courses in more than one program of study at once.**

CHANGE LEVEL OF PROGRAM

Students enrolled in programs offering more than one level of instruction and who wish to change from one level to another must return this completed form to the Enrollment Center. To be eligible for a level change, students must meet the program admission requirements in force at the time of request and be in good academic and financial standing. Approval of change of level for certain courses and/or programs will be on a space available basis. **Changing a level may affect financial aid eligibility. It is recommended that students discuss this decision with their advisor and an Admissions Counselor prior to submitting this request.**

****FOR FORMER EMCC STUDENTS WHO HAVE HAD A BREAK IN ENROLLMENT (between one semester and four years)**

APPLICATION FOR READMISSION

This form may be used only by students who have been away from Eastern Maine Community College for less than five years. Students who have been away from Eastern Maine Community College for more than five years must complete the "Application for Admission" and submit all required admission documentation. EMCC destroys records after five years of disenrollment.

Matriculated students who do not enroll in program-specific courses each consecutive semester until the completion of all program requirements may be withdrawn from their program as a result of the break in attendance. Students who have been withdrawn, otherwise in good standing with Eastern Maine Community College, are asked to discuss their intent to re-enroll with an Admissions Counselor. Students may be required to complete an Application for Readmission. Re-entry into certain courses and/or programs will be on a space available basis.

Matriculated students who have taken a leave of absence, including military leave; have been dismissed from Eastern Maine Community College for academic or disciplinary reasons; or have not enrolled in program-specific courses for more than two consecutive semesters may seek readmission to the same program under the following provisions. The catalog in force at the time of readmission will be used to determine program requirements. Students shall be subject to all rules and regulations effective at EMCC at the time of, or subsequent to, readmission. Re-entry into certain courses and/or programs will be on a space available basis. **Students seeking readmission must:**

- 1. Submit an Application for Readmission (SNAP-APP) along with a non-refundable \$20 reapplication fee (this fee is waived for students returning from a leave of absence, including military leave);**
- 2. Meet the admissions requirements (including prerequisites for individual courses) which apply to the program at the time of readmission;**
- 3. Send official transcripts for all courses taken since last enrolled at EMCC (if applicable);**
- 4. Be recommended for readmission by the Readmission Team;**
- 5. In addition to the above-stated requirements, applicants who have been dismissed from EMCC must also submit an essay outlining what steps were taken since dismissal from the College to ensure academic success upon return to the environment.**

Student material may be reviewed by a Readmission Team comprised of program faculty, the Director of Admissions, and the Vice President of Academic Affairs. This Team may request additional information from other EMCC faculty and staff and/or the applicant. An interview with the Readmission Team and/or references may be required. The student will be notified of the decision via letter from the Director of Admissions.

Any one or more of the following are examples of reasons that a request for readmission to Eastern Maine Community College may not be granted: 1) lack of available space in the program; 2) more than one dismissal from EMCC; 3) prior disruptive and/or damaging behavior; 4) failure to demonstrate adequate personal improvement since dismissal; 5) overdue balance owed to EMCC. There may be other reasons not listed.