

Herkimer County Community College
REQUEST TO RETURN AND/OR CHANGE TO FULL-TIME STATUS

Please print, fill out, and submit this form to HCCC. You can either fax this form to (315) 866-0062 or you can mail this form to:
Herkimer County Community College
ATTN: Admissions Department
100 Reservoir Road
Herkimer, NY 13350

Please Print

Name: _____

Former Name (if applicable): _____

Social Security Number: _____/_____/_____

Address: _____

Home Phone#: (_____) _____ - _____ Daytime Phone #: (_____) _____ - _____

Email Address: _____

COMPLETE THE APPLICABLE SECTIONS BELOW (Please choose all that apply)

I would like to:
Return to College: Full-time _____ Part-time: _____ Change to full-time: _____ As an Internet Academy only student _____

For the:
Fall _____ semester Spring _____ semester Winter _____ mini Summer _____ mini

- Educational Goal (choose one):**
_____ Complete an HCCC degree or certificate, then transfer
_____ Complete course work to prepare for transfer, no HCCC degree or certificate plans (**no financial aid available**)
_____ Complete an HCCC degree or certificate, then seek employment
_____ Complete 24 credit hours of course work to obtain an Equivalency Diploma (GED)

I want to major in: _____ Program/Curriculum Degree: AA AS AAS Certificate

Special Note: If three (3) or more years have passed and your grade point average (GPA) was less than 2.000, you may be eligible for the second chance policy. You should contact the Registrar's Office for further information at (315) 866-0300, ext. 8580 or toll-free in NYS at (888) 464-4222, ext. 8580.

- You must answer the following two questions:**
1. *Have you ever been convicted of a felony?* _____ Yes _____ No
2. *Have you ever been dismissed from another college for disciplinary reasons?* _____ Yes _____ No

Signature: _____ Date: _____

DO NOT WRITE BELOW THIS LINE – OFFICE USE ONLY

The above request has been: _____ Approved _____ Denied

Holds checked and student notified: _____ Yes _____ No

Authorized Signature: _____ Date: _____