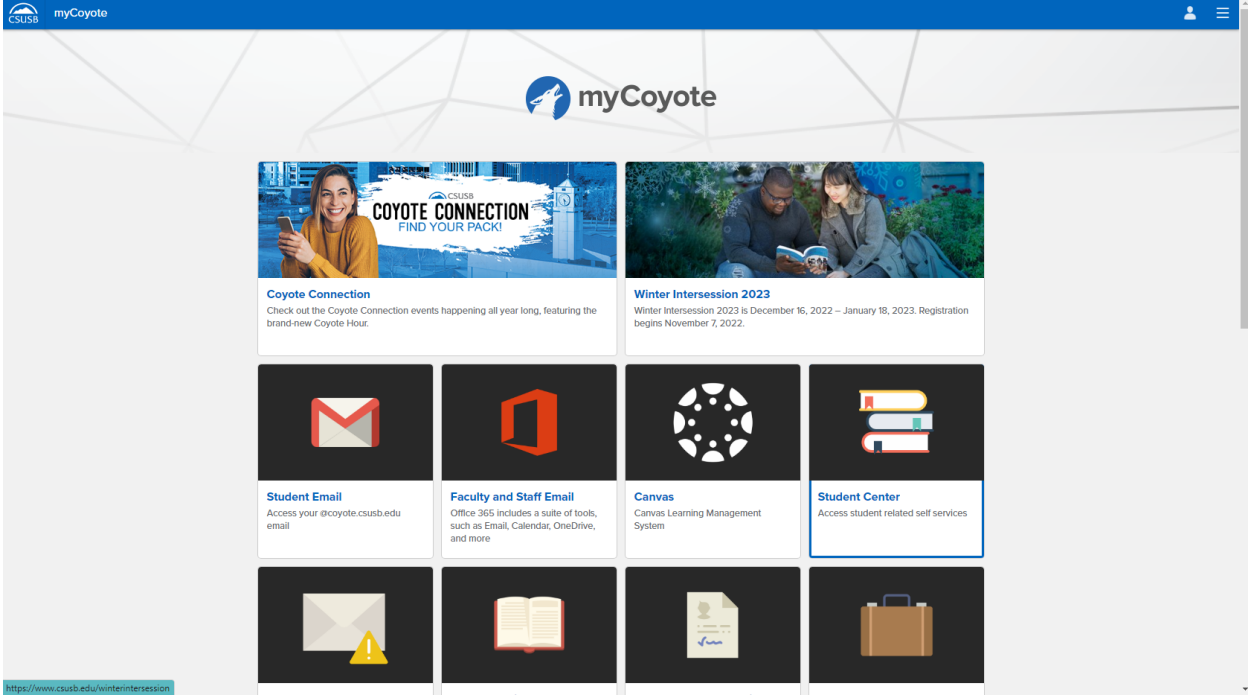
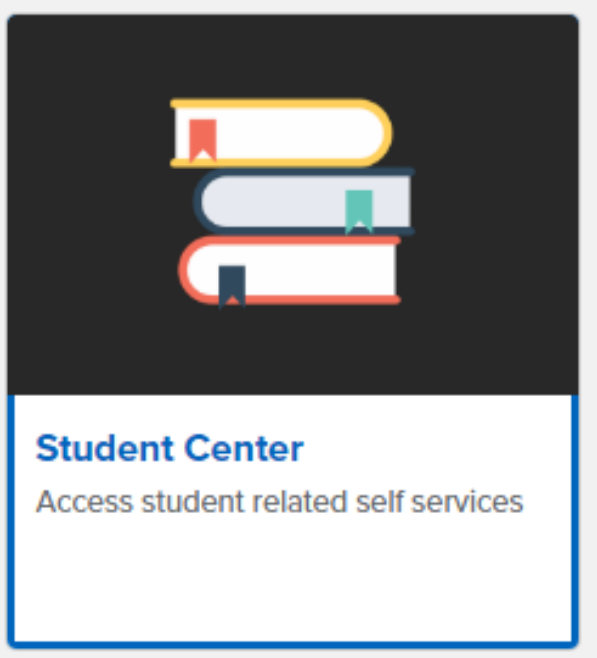


# How to Add/Change a Minor/Major

## Step 1: Login to MyCoyote



## Step 2: Select Student Center Icon





### Step 3: Press “Other Academic” tab

Academics

Search  
Plan  
Enroll  
My Academics  
PAWS  
Schedule Planner

other academic... >>

Deadlines URL

This Week's Schedule		
	Class	Schedule
	ADMN 1003-60 SEM (81155)	TBA ONLINE
	COMM 1006-23 DIS (82277)	Mo 4:00PM - 6:45PM University Hall 264
	MATH 1302-60 DIS (85260)	Tu 2:30PM - 3:45PM ONLINE TBA ONLINE
	MUS 1800-61 LEC (81924)	TBA ONLINE
	PHIL 1005-04 SEM (82613)	TuTh 1:00PM - 2:15PM College of Education 302

Weekly Schedule ▶  
Enrollment Shopping Cart ▶

### Step 4: Select “Change Majors/Minors” and press the arrow >> button

Change of Majors/Minors >>

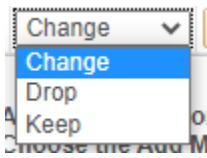
- Change of Majors/Minors
- Class Schedule
- Course History
- Course Repeat Request
- Enrollment Verification
- Enrollment: Add
- Enrollment: Drop
- Enrollment: Edit
- Enrollment: Swap
- Exam Schedule
- Grades
- Leave of Absence Request
- Permission request: Add
- Permission request: Drop/Withdraw
- Permission request: Grade scale change
- Transcript: View Unofficial
- Veterans Benefit
- other academic...

### Step 5: Click Create New Request

There is no existing request.

Create New Request

### Step 6: From the dropdown, select **Change** to change Major/Minor, select **Drop** to drop Major/Minor, or select **Keep** to keep Major/Minor



Enter the name of the major and/or minor (e.g. English) in the Search box, then select "Search".

\*Please Note: Impacted majors (or pre-majors) are not available through this process. Please contact the department of the major for further instructions.

(Message 32000, 1259)

Declared Major(s) / Minor(s)		Proposed Major/Minor	Current Major/Minor	Academic Plan Type
1	Change	Search for New Plan	Bachelor of Arts - Political Science	Undeclared
				Major

To ADD a Major/Minor:

1. Choose the Add Major(s)/Minor(s) button below.
2. Select "Search for New Plan". You will be directed to a search page.
3. To add more than one major/minor, select the plus (+) icon.

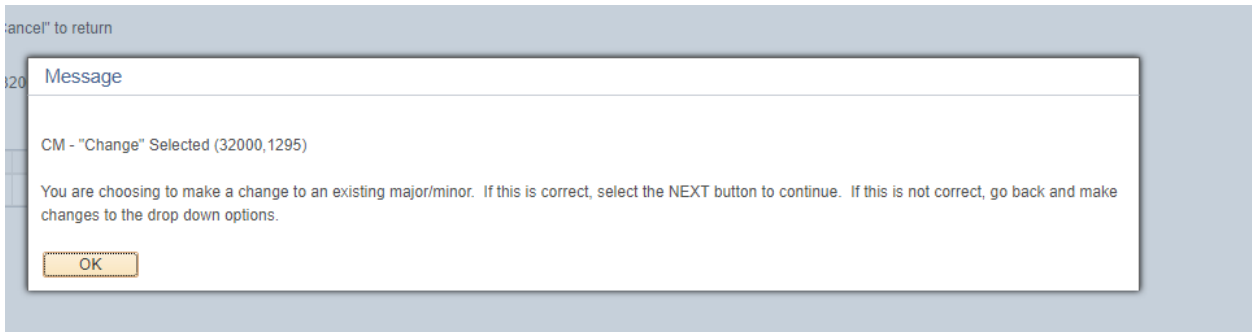
(Message 32000, 1264)

Add Major(s) / Minor(s)

Back Next Submit

Cancel

### Step 7: Press OK



**Step 8: Enter the desired major/minor in the Search field and click Search**

(Message 32000, 1259)

Political Science

Search

Select major or minor then "OK" to advance to the next page or "Cancel" to return to the beginning.

(Message 32000, 1274)

OK Cancel

Description			
<input type="radio"/> Political Science	Major	BA	Bachelor of Arts - Political Science
<input type="radio"/> Social Sciences-Political Sci	Major	BA	Bachelor of Arts - Social Sciences - Political Science Concentration
<input type="radio"/> Social Sciences-PSCI (Online)	Major	BA	Bachelor of Arts - Social Sciences - Political Science Concentration

OK Cancel

**Step 9: Click the desired major/minor button in the list displayed.**

**Step 10: Once you have the desired major selected, click OK.**

**Step 11: It will return to the previous screen. Press Next**

To ADD a Major/Minor:

1. Choose the Add Major(s)/Minor(s) button below.
2. Select "Search for New Plan". You will be directed to a search page.
3. To add more than one major/minor, select the plus (+) icon.

(Message 32000, 1264)

Add Major(s) / Minor(s)

Back

Next

Submit

Cancel

**Step 12: Enter your explanation or reason in the large empty box.**

From

Declared Major(s) / Minor(s)	
1 Undeclared	Major

To

Proposed Change(s)		
Action		
1 Change	Bachelor of Arts - Political Science	Major

Your submission will go through an approval process. Please provide the reason for this request in the box below, then select "Submit".  
(Message 32000, 1286)

[Back](#)   [Next](#)   [Submit](#)

[Cancel](#)

**Step 13: Click Submit**

**Step 14: Click Return to Change of Major Summary**

Thank you.

<p>




Your request has been submitted for review. If approved, your student record will be updated. You should expect an email response within 10 business days. No further changes will be permitted until this request has been processed. Please direct any questions to the Office of the Registrar in UH-171 or contact us at (909) 537-5219. (Message 32000, 1262)

[Return to Change of Major Summary](#)   [Return to Student Center](#)

**Step 15: Steps are completed and the Pending major/minor will be displayed.**

To Create a New Request, select the button below.  
Please note: If you currently have a request pending, you will not be able to submit a new request until the pending request has been reviewed.  
(Message 32000, 1279)

Create New Request

Existing Requests					View All   	First  1 of 1  Last
	Academic Career	Request Seq Nbr	Created Datetime	Approval Status	View Detail	
1	Undergrad	1	10/19/2022 2:57PM	Pending	<a href="#">View Detail</a>	