Change of Major/Minor Guide

Changing your Major

1. From myCoyote, select Student Center tile

2. Select Academics dropdown menu
3. Select **Change of Majors/Minors**

4. Select **Create New Request**

5. Select **Change** from the dropdown menu
6. Select **OK** in response to pop-up message

7. Enter the name of the major in the Search Box

8. Select **Search**

9. Select the radio button of the major you are requesting

10. Select **OK** to proceed to the next page

11. Verify that the **Proposed Major** is correct

12. Select **Next**
13. Provide a reason for the change of major request in the box provided

14. Select **Submit**

   Please verify your selection.

   To cancel and return to previous page, select 'Back'

   **(Message 32000, 1260)**

   **From**
   
<table>
<thead>
<tr>
<th>Declared Major(s) / Minor(s)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Bachelor of Science - Biology</td>
<td>Major</td>
</tr>
</tbody>
</table>

   **To**
   
   **Proposed Change(s)**
   
<table>
<thead>
<tr>
<th>ACTION</th>
<th>Bachelor of Arts - English - Literature Concentration</th>
<th>Major</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Change</td>
<td></td>
</tr>
</tbody>
</table>

   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)**

   Change in career - pursuing a teaching credential

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**Adding a Minor**

1. Select **Keep** on the dropdown menu
2. Select **Add Major(s)/Minor(s)**.
3. Select **OK** in response to pop-up message

   ![Message window](image)

   CM - "Keep" Selected.

   You are choosing to keep an existing major/minor. If you are adding a major/minor, select the "Add Major(s)/Minor(s)" button to continue. If this is not correct, go back and make changes to the drop down options.

   ![OK button](image)

4. Select **Add Major(s) / Minor(s)**

   ![Add Major(s) / Minor(s) button](image)

5. Select **Search for New Plan**

   ![Search for New Plan](image)

6. Enter the name of the minor in the **Search** box

7. Select **Search**

   ![Search button](image)

   ![Spanish](image)

8. Select the radio button of the minor you are requesting

9. Select **OK** to proceed to the next page

   ![OK button](image)

   ![Minimal table of minors](image)
10. Select **Next**

11. Verify your proposed change then enter the reason for this request in the box provided.

12. Select **Submit**

Pop-up message in response to request
Select **Return To Student Center** to exit page