# Change of Major/Minor Guide

## Changing your Major

1. From myCoyote, select Student Center tile



2. Select Academics dropdown menu

View Full Site		~	🔳 Me	
Academics		Q Search for Classes	Flagged	
() You are not enrolled in classes.	Search	Holds	_	
	Plan			
Enrollment Shopping Cart	Enroll	Academic Servic Academic Servic Academic Service	Academic Services Hold Academic Services Hold Academic Services Hold	
	My Academics	> MMP Grace Perio	d	
	Enroll in CSU Fully Online	> VIIVIR Grace Perio	u	
	PAWS	> MMR Out of Com	pliance	
	Schedule Planner	STEM Success C	oach	
	ochodule i faillei		etails	

## 3. Select Change of Majors/Minors

	CSUSB
Ethan's Student Center	
View Full Site	
Academics	~
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	

## 4. Select Create New Request



5. Select **Change** from the dropdown menu

Declared Major(s)	/ Minor(s)		
		CURRENT MAJOR/MINOR	ACADEMIC PLAN TYPE
1	Select V	Bachelor of Science - Biology	Major
To ADD a Major/N	linor: Id Major(I)/Minor(s) button below		
2. Select "Search	n for New Plan". You will be directed to a search page.		
3. To add more th	nan ore major/minor, select the plus (+) icon.		
(Message 32000,	1264)		
T Add Major(s)/			
			Cancel Next
Select	~		
12.12.02			
Select			
Change			
Drop			
Drop			
Keep			

#### 6. Select **OK** in response to pop-up message



- 7. Enter the name of the major in the Search Box
- 8. Select Search

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

Please note: Only students admitted to the university as a pre-nursing student will be eligible for consideration and acceptance into the nursing pre-licensure program, leading to a Bachelor of Science in Nursing and preparation for licensure as an RN. Students cannot submit a change of major to Pre-Nursing / Nursing once they have been admitted to the university under a different major.

(Message 32000, 1259) English

- 9. Select the radio button of the major you are requesting
- 10. Select **OK** to proceed to the next page

SELECT	DESCRIPTION A			
	English - Linguistics Conc	Major	BA	Bachelor of Arts - English - Linguistics Concentration
	English-Creative Writing Conc	Major	BA	Bachelor of Arts - English - Creative Writing Concentration
Θ	English - Literature Conc	Major	BA	Bachelor of Arts - English - Literature Concentration
<b>~</b> •	English-Rhetoric & Writing St	Major	BA	Bachelor of Arts - English - Rhetoric and Writing Studies Concentration
				OK Cancel

11. Verify that the Proposed Major is correct

#### 12. Select Next

Decla	Declared Major(s) / Minor(s)						
			PROPOSED MAJOR/MINOR	CURRENT MAJOR/MINOR	ACADEMIC PLAN Type		
1	Change 🗸	Search for New Plan	Bachelor of Arts - English - Literature Concentration	Bachelor of Science - Biology	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)



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'

1	Bachelor of Sc	cience - Biology				Major	
Proposed	Change(s)						
	ACTION						
1	Change	Bachelor of Arts - English -	Literature Concentration			Maj	jor
our submi	ission will go th	rough an approval proce	ss. Please provide the	e reason for this request	in the box below, th	en select "	"Submit".
lessage 3	32000, 1286)						
our submi	ission will go th	Bachelor of Arts - English -	ss. Please provide the	e reason for this request	in the box below, th	ien select "	"Submit

Back

Cancel

## <mark>Adding a Minor</mark>

- 1. Select Keep on the dropdown menu
- 2. Select Add Major(s)/Minor(s).

	CURRENT MAJOR/MINOR	ACADEMIC PLAN TYPE
1 Select ~	Bachelor of Science - Biology	Majo
lo ADD a Majori/Minor: . Choose the Add Major(s)/Minor(s) button belo . select "Search for Kurw Plan". You will be direk . To add more than yhe majoriminor, select the Message 32000, 12/5) 4 Add Moor(s) // Arr(s)	v. ted to a search page. Jlus (+) Icon.	Canvel
Select		
Change		
Drop		

## 3. Select **OK** in response to pop-up message

	Message	×
	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	3.
(	ОК	

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

Declared	d Major(s) / Minor(s)		
		CURRENT MAJOR/MINOR	ACADEMIC PLAN TYPE
1	Keep 🗸	Bachelor of Science - Biology	Major
To ADD a I 1. Choose	Major/Minor: e the Add Maior(s)/Minor(s)	button below.	
2. Select	"Search for New Plan". You	will be directed to a search page.	
3. To add (Message	more than one major/minor	r, select the plus (+) icon.	
+ Add I	Major(s) / Minor(s)		
			Cancel Next
Select	Search for New	Plan	
Major(e) / Mino	orfe) to Add		

# 5.



- 6. Enter the name of the minor in the **Search** box
- 7. Select Search



- 8. Select the radio button of the minor you are requesting
- 9. Select **OK** to proceed to the next page

SELECT	DESCRIPTION A			
	Lib Stds-Spanish Studies	Major	BA	Bachelor of Arts - Liberal Studies - Spanish Studies Concentration
	Span-Hisp Lang, Lit & Civ	Major	BA	Bachelor of Arts - Spanish - Hispanic Language, Literature and Civilization Concentration
0	Spanish	Minor		Minor in Spanish
•	Spanish - Comm Studies Conc	Major	BA	Bachelor of Arts - Spanish - Communication Studies Concentration
	Spanish - Hispanic Studies	Major	BA	Bachelor of Arts - Spanish - Hispanic Studies Concentration
	Spanish - Hispanic Studies	Major	BA	Bachelor of Arts - Spanish - Hispanic Studies Concentration
	Spanish - Business Studies	Major	BA	Bachelor of Arts - Spanish - Business Studies Concentration



#### 10. Select Next

Ma	jor(s) / Minor(s) to A	Add			
				ADD	DELETE
1	Search for New Plan	Minor	Minor in Spanish	🕂 Add	X Delete
				-	Cance Next

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

#### 12. Select Submit

om			
Decla	red Major(s) / Mino	r(s)	
1	Bachelor of	Science - Biology	Major
То			
Propo	sed Change(s)		
	A.P.		
	Keep	Bachelor of Science - Biology	Maior
2	Add	Minor in Spanish	Minor
			Back Cance Submit
		in recommendation to request	
op-u	p message	In response to request	
elect	Return To	Student Center to exit page	
		CSUSB CSUSB	٩ ٩
Chang	e of Major/Minor Re	equest > Joe Coyote > 000226420	Return To Student Center
			E Menu
View	Full Site		
Thank v			
A A COMPANY AND A VALUE OF A			

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)