Change of Major/Minor “How To” Guide

Step 1: At the Student Center page, select the “Menu” Icon.

Step 2: A drop-down menu will appear, select the “Change of Majors/Minors” link.

Step 3: Select the “Create New Request” button to be directed to the next page.
Step 4: To Change/Drop a Major/Minor, follow instructions 1, 2, and 3.

<table>
<thead>
<tr>
<th>Declared Major(s) / Minor(s)</th>
<th>Current Major/Minor</th>
<th>Academic Plan Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Keep</td>
<td>Nursing - Pre-Nursing</td>
<td>Major</td>
</tr>
<tr>
<td>Change</td>
<td>Minor in Psychology</td>
<td>Minor</td>
</tr>
</tbody>
</table>

In this example, we will select “Change” to change the major:

Step 5: Enter the name of the major in the Search Box to search for available majors. Then select “Search”.

Select New Major(s)/Minor(s)

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 320000, 1259)
Step 6: Select the major then “OK” to proceed to the next page.

Step 7: To add a Major/Minor, follow instructions 1, 2, and 3.

To ADD a Major/Minor:
1. Choose the Add Major(s)/Minor(s) button below.
2. Select the "Search" icon. You will be directed to a search page.
3. To add more than one major/minor, select the plus (+) icon.
(Message 32000, 1264)
In this example, we will add a MINOR to the Academic Plan.

Step 8: Enter the name of the minor in the Search Box to search for available minors. Select the “Search” icon to advance.

Step 9: Enter the name of the minor in the Search Box to search for available minors. Then select “Search”.

Select New Major(s)/Minor(s)

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)

Spanish

Search
Step 10: Select the minor then “OK” to proceed to the next page.

Step 11: Once returned to the Academic Plan page, select the “Next” button.
Step 12: Verify your Proposed Change(s).

Change of Major/Minor Request
Joe Coyote

<table>
<thead>
<tr>
<th>Declared Major(s) / Minor(s)</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Nursing - Pre-Nursing</td>
<td>Change</td>
</tr>
<tr>
<td>Minor in Psychology</td>
<td>Keep</td>
</tr>
<tr>
<td>2 Minor in Psychology</td>
<td>Add</td>
</tr>
<tr>
<td>3 Minor in Spanish</td>
<td></td>
</tr>
</tbody>
</table>

Please verify your selection.

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

(Message 32000, 1260)

Step 13: Enter the reason for these changes. Then select “Submit”:

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)

Career change; Pursuing a teaching credential

Step 14: You are now ready to submit your request. Select the “Submit” button.