Change of Major/Minor Guide

Changing your Major

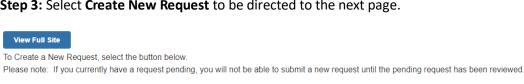
Step 1: At the Student Center page, select the Menu icon.

View Full Site			
Academics			
DEADLINES	URL URL	Search	>
		Plan	>

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

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

Step 3: Select Create New Request to be directed to the next page.





Step 4: Select Change from the dropdown menu, then after select the Search for New Plan.

(Message 32000, 1269)				
Declared Major(s) / Minor(s)				
	PROPOSED MAJOR/MINOR	CURRENT MAJOR/MINOR	ACADEMIC PLAN TYPE	^
Change V Search for New Plan		Bachelor of Arts - Communication - Strategic Communication Concentration		Major
Drop To ADD Seep				
1. Choose the Add Major(s)/Minor(s) button below.				
2. Select "Search for New Plan". You will be directed to a sea	rch page.			
3. To add more than one major/minor, select the plus (+) icon				
(Message 32000, 1264)				
+ Add Major(s) / Minor(s)				
			Cancel	Next
				·
(Message 32000, 1269)				
Declared Major(s) / Minor(s)				
	PROPOSED MAJOR/MINOR	CURRENT MAJOR/MINOR	ACADEMIC PLAN TYPE	
1 Change V Search for New Plan		Bachelor of Arts - Communication - Strategic Communication Concentration		Major
Change				
Drop Keep				
To ADD a majoriminor:				
 Choose the Add Major(s)/Minor(s) button below. Select "Search for New Plan". You will be directed to a sea 	reh page			
 3. To add more than one major/minor, select the plus (+) icon 				
(Message 32000, 1264)				
+ Add Major(s) / Minor(s)				
			Cancel	Next

Step 5: Enter the name of the major in the Search Box, then select **Search**.

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

Step 6: Select the major and then **OK** to proceed to the next page.

SELECT THIS ROW	DESCRIPTION	^		
Select this row	English - Linguistics Conc	Major	BA	Bachelor of Arts - English - Linguistics Concentration
Select this row	English-Creative Writing Conc	Major	BA	Bachelor of Arts - English - Creative Writing Concentration
Select this row	English - Literature Conc	Major	BA	Bachelor of Arts - English - Literature Concentration
Select this row	English-Rhetoric & Writing St	Major	BA	Bachelor of Arts - English - Rhetoric and Writing Studies Concentration
				Сапсе

Step 7: Double check to make sure the proposed major is correct, then select Next.



Cancel Next

Step 8: Provide a reason for the change of major request in the box provided and then select **Submit**.

Major
Major
Major
Major

Changing your Minor

Step 1: Select Keep on the dropdown menu by your major, then select Add Major(s)/Minor(s).

(Message 32000, 1269)				
Declared Major(s) / Minor(s)				
	CURRENT MAJOR/MINOR	ACADEMIC PLAN TYPE		-
1 Keep 🗸	Bachelor of Arts - Communication - Strategic Communication Concentration			Major
To ADD a Major/Minor: 1. Choose the Add Major(s)/Minor(s) but 2. Select "Search for New Plan". You wil 3. To add more than one major/minor, se (Message 0000, 1004) + Add Major(s) / Minor(s)	l be directed to a search page.		Cancel	Next
			Caller	

Step 2: Select Search for New Plan to be guided to the next page.

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)		
T Add wajor(s) / minor(s)		
Major(s) / Minor(s) to Add		
	ADD	DELETE
1 Search for New Plan	+ Add	X Delete



Step 3: Enter the name of the minor in the Search Box then select **Search**.

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

*Please Note: Impacted majors	s (or pre-majors) are not availa	able through this process.	Please contact the department of the majo	r for further instructions.
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	(Message 32000, 1233)			
(Spanish			
	Search			
	Select major or minor then "OK" to advance to the next page or "Cancel" to return to the beginning.			
	(Message 32000, 1274)			
	SELECT THIS ROW	DESCRIPTION		-
	Select this row			
			ок	Cancel

Step 4: Select the minor then OK to proceed to the next page

nter the name of the major an	nd/or minor (e.g. English) in the Search box, ther	select "Search".		
Please Note: Impacted majors	s (or pre-majors) are not available through this p	ocess. Please co	ntact the	e department of the major for further instructions.
Message 32000, 1259)				
Spanish				
Search				
elect major or minor then "OK	(" to advance to the next page or "Cancel" to return (" to advance to the next page or "Cancel" to return (" to advance to the next page or "Cancel" to return (" to advance to the next page or "Cancel" to return (" to advance to the next page or "Cancel" to return (" to advance to the next page or "Cancel" to return (" to advance to the next page or "Cancel" to return (" to advance to the next page or "Cancel" to return (" to advance to the next page or "Cancel" to return (" to advance to the next page or "Cancel" to return (" to advance to the next page or "Cancel" to return (" to advance to the next page or "Cancel" to return (" to advance to the next page or "Cancel") to return (" to advance to the next page or "Cancel") to return (" to advance to the next page or "Cancel") to return (" to advance to the next page or "Cancel") to return (" to advance to the next page or "Cancel") to the next page of the n	urn to the beginni	ng.	
Message 32000, 1274)				
SELECT THIS ROW	DESCRIPTION	^		
Select this row	Lib Stds-Spanish Studies	Major	BA	Bachelor of Arts - Liberal Studies - Spanish Studies Concentration
Select this row	Span-Hisp Lang, Lit & Civ	Major	BA	Bachelor of Arts - Spanish - Hispanic Language, Literature and Civilization Concentration
Select this row	Span-Hisp Lang Lit & Civ	Major	RA.	Bachelor of Arts - Snanish - Hispanic Language, Literature and Civilization Concentration
 Select this row 	Spanish	Minor		Minor in Spanish
Select this row	Spanish - Business Studies	Major	BA	Bachelor of Arts - Spanish - Business Studies Concentration
Select this row	Spanish - Comm Studies Conc	Major	вА	Bachelor of Arts - Spanish - Communication Studies Concentration
Select this row	Spanish - Hispanic Studies	Major	BA	Bachelor of Arts - Spanish - Hispanic Studies Concentration
Select this row	Spanish - Hispanic Studies	Major	вА	Bachelor of Arts - Spanish - Hispanic Studies Concentration
Select this row	Spanish - Business Studies	Major	BA	Bachelor of Arts - Spanish - Business Studies Concentration

Step 5: Once returned to the Academic Plan page, select **Next**.

(Message 32000, 1269)

Declared Major(s) / Minor(s)						
	CURRENT MAJOR/MINOR				ACADEMIC PLAN TYPE	^
1 Keep ~	Bachelor of Arts - Communication - S	Strategic Communicatio	on Concentration			Major
	or(s) button below. . You will be directed to a search page. minor, select the plus (+) icon.					
				ADD	DELETE	
1 Search for New Plan		Minor	Minor in Spanish	+ Add	X Delete	
						Cancel Next

Step 6: Verify your proposed change and enter the reason for this change. Then select **Submit**.

(Message From	32000, 1260)		
Declared Major(s) / Minor(s)			
	1 Bachelor of Arts - Commun	ication - Strategic Communication Concentration	Major
То			
Propose	d Change(s)		
	ACTION		
1	Кеер	Bachelor of Arts - Communication - Stralegic Communication Concentration	Major
2	Add	Minor in Spanish	Minor
(Message	32000, 1286)	n approval process. Please provide the cason for this request in the box below, then select "Submit".	
Career o	hange; pursuing teaching d	credential.	\subset
			Back Cancel Submit