Change of Major/Minor Guide

Changing your Major

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

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

**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.

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.

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.

Step 7: Double check to make sure the proposed major is correct, then select Next.
Step 8: Provide a reason for the change of major request in the box provided and then select Submit.

Changing your Minor

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

Step 2: Select Search for New Plan to be guided to the next page.
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 (or pre-majors) are not available through this process. Please contact the department of the major for further instructions.

![Search bar](image1)

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

![Table](image2)

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

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.

![Search bar](image1)

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

![Table](image2)
Step 5: Once returned to the Academic Plan page, select Next.

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