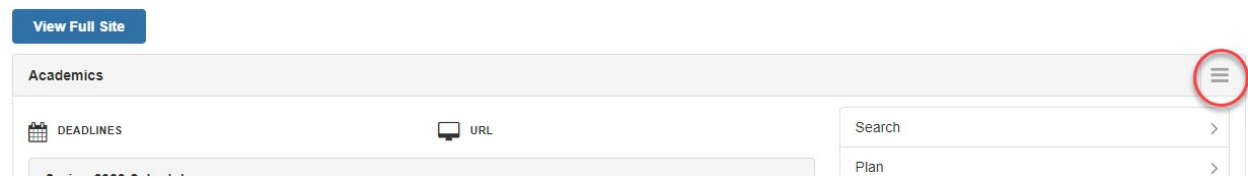


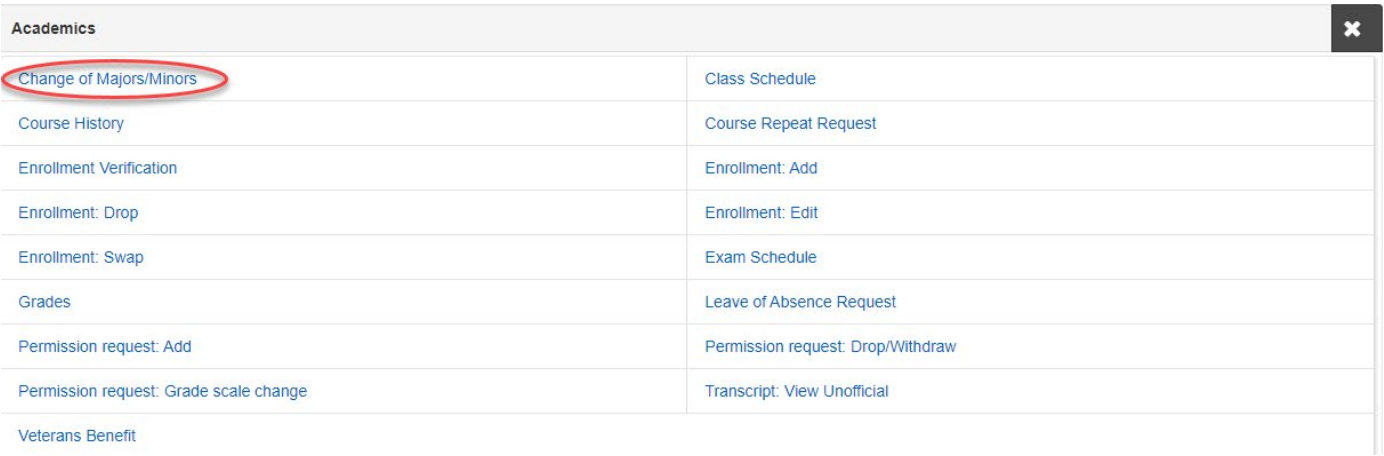
Change of Major/Minor Guide

Changing your Major

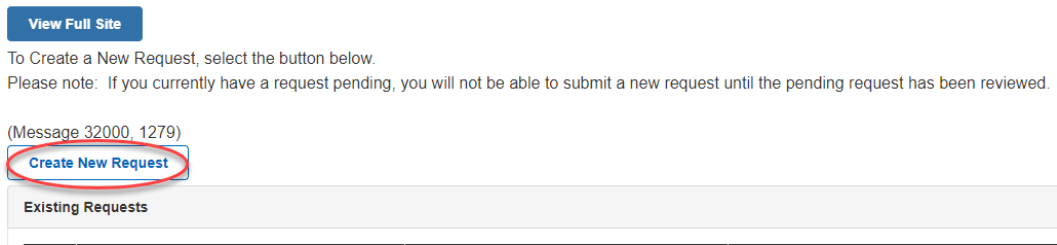
Step 1: At the Student Center page, select the **Menu** icon.



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**.

(Message 32000, 1269)

Declared Major(s) / Minor(s)				
		PROPOSED MAJOR/MINOR ▲	CURRENT MAJOR/MINOR ▲	ACADEMIC PLAN TYPE ▲
	<div>Change ▼ Change Drop Keep</div>	Search for New Plan	Bachelor of Arts - Communication - Strategic Communication Concentration	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\(s\)](#)

[Cancel](#) [Next](#)

(Message 32000, 1269)

Declared Major(s) / Minor(s)				
		PROPOSED MAJOR/MINOR ▲	CURRENT MAJOR/MINOR ▲	ACADEMIC PLAN TYPE ▲
1	<div>Change ▼ Change Drop Keep</div>	Search for New Plan	Bachelor of Arts - Communication - Strategic Communication Concentration	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\(s\)](#)

[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			
<input type="radio"/> Select this row	English - Linguistics Conc	Major	BA	Bachelor of Arts - English - Linguistics Concentration
<input checked="" type="radio"/> Select this row	English-Creative Writing Conc	Major	BA	Bachelor of Arts - English - Creative Writing Concentration
<input type="radio"/> Select this row	English - Literature Conc	Major	BA	Bachelor of Arts - English - Literature Concentration
<input type="radio"/> Select this row	English-Rhetoric & Writing St	Major	BA	Bachelor of Arts - English - Rhetoric and Writing Studies Concentration

OK

Cancel

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

(Message 32000, 1269)

Declared Major(s) / Minor(s)

			PROPOSED MAJOR/MINOR	CURRENT MAJOR/MINOR	ACADEMIC PLAN TYPE
1	Change	Search for New Plan	Bachelor of Arts - English - Creative Writing Concentration	Bachelor of Arts - Communication - Strategic Communication Concentration	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)

Cancel

Next

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

Please verify your selection.

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

(Message 32000, 1260)

From

Declared Major(s) / Minor(s)

1	Bachelor of Arts - Communication - Strategic Communication Concentration	Major
---	--	-------

To

Proposed Change(s)

	ACTION		
1	Change	Bachelor of Arts - English - Creative Writing Concentration	Major

Your submission will go through an **approval process**. Please provide the reason for this request in the box below, then select "Submit".

(Message 32000, 1260)

Career change, pursuing a teaching credential.

Back Cancel Submit

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) 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)

Cancel Next

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)

Major(s) / Minor(s) to Add

		ADD	DELETE
1	Search for New Plan	+ Add	✕ Delete

Cancel Next

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.

(Message 32000, 1259)

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
<div>Select this row</div>	

OKCancel

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.

(Message 32000, 1259)

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			
<div>Select this row</div>	Lib Stds-Spanish Studies	Major	BA	Bachelor of Arts - Liberal Studies - Spanish Studies Concentration
<div>Select this row</div>	Span-Hisp Lang, Lit & Civ	Major	BA	Bachelor of Arts - Spanish - Hispanic Language, Literature and Civilization Concentration
<div>Select this row</div>	Span-Hisp Lang, Lit & Civ	Major	BA	Bachelor of Arts - Spanish - Hispanic Language, Literature and Civilization Concentration
<div>Select this row</div>	Spanish	Minor		Minor in Spanish
<div>Select this row</div>	Spanish - Business Studies	Major	BA	Bachelor of Arts - Spanish - Business Studies Concentration
<div>Select this row</div>	Spanish - Comm Studies Conc	Major	BA	Bachelor of Arts - Spanish - Communication Studies Concentration
<div>Select this row</div>	Spanish - Hispanic Studies	Major	BA	Bachelor of Arts - Spanish - Hispanic Studies Concentration
<div>Select this row</div>	Spanish - Hispanic Studies	Major	BA	Bachelor of Arts - Spanish - Hispanic Studies Concentration
<div>Select this row</div>	Spanish - Business Studies	Major	BA	Bachelor of Arts - Spanish - Business Studies Concentration

OKCancel

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 - Strategic Communication Concentration	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)

Major(s) / Minor(s) to Add

				ADD	DELETE
1	Search for New Plan	Minor	Minor in Spanish	+ Add	✕ Delete

Cancel

Next

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

(Message 32000, 1260)

From

Declared Major(s) / Minor(s)

1	Bachelor of Arts - Communication - Strategic Communication Concentration	Major
---	--	-------

To

Proposed Change(s)

	ACTION		
1	Keep	Bachelor of Arts - Communication - Strategic Communication Concentration	Major
2	Add	Minor in Spanish	Minor

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 teaching credential.

Back

Cancel

Submit