



How to Change Your Major

This guide outlines a step-by-step process for successfully submitting a change of major request for undergraduate applicants who have not yet accepted their offer of admission. If you're seeking to switch to an impacted program, ensure transcripts are on file for impactation eligibility verification. Please note that change of major requests can be submitted only once. Requests for adding a minor or double major should be addressed with the Office of the Registrar after full enrollment.

1.

LOG INTO MYCOYOTE

The screenshot shows the myCoyote portal interface. On the left, there's a 'My Info' sidebar with a pencil icon for editing. The main content area includes 'Action Items' (Accept or Decline Admission, Register for Orientation), 'Immunizations', and 'Secure Your Account with DUO'. On the right, there are promotional banners for 'Choose CSUSB Day!' and 'LIVE With THE PACK', along with 'Tours' (Visit CSUSB, The College Tour, 360 Tour, Housing Tour). The 'My Info' module is expanded, showing fields for Name, Address, Phone, and Major. The 'Change Major' option is highlighted in blue.

- Using your mycoyote ID number and log in password, log into your mycoyote portal.
- Select "Change of Major" located under the "My Info" module pencil.



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2.

CREATE A REQUEST

- Select "Create New Request"
- Select the current term you have an application on file
- Select "next" once you have selected a term.

No existing request.

To submit a new request, select the "Create New Request" button.

To view the status of an existing request, please refer to the boxed area below. Select the View Comments button to see the approver's comment. Select the View Request button to see the complete request that was submitted.

Create New Request

Select an available Term then click on 'Next'

Change of Major for Applicants

[Redacted]

ID [Redacted]

Existing Applications

	Application Nbr	Academic Career	Academic Program	Academic Plan	Admit Term	Status
1	[Redacted]	Undergraduate	Undergraduate	Undeclared	[Redacted]	Active
2	[Redacted]	Undergraduate	Undergraduate	Admin - Management Conc	Fall 2023	Admitted

Back **Next** Submit

Cancel



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3.

SELECT YOUR NEW MAJOR

- Select "Search for New Major" to find the new major you are requesting to change to.
- In the search bar please type in the major you wish to change to.
- Select the major, once new major has been selected. Select ok at the bottom of page to move to the next step.

Select a new major then click on 'Next'

Current Major	
Application Nbr	<input type="text"/>
Academic Program	UGRD Undergraduate
Academic Plan	MNGTCBPBAX Admin - Management Conc

New Academic Plan

Online Change of Majors/Minors

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, 2504)

Description				
<input type="radio"/> Admin - Bus Analytics Conc	Major	BA	Bachelor of Arts - Administration - Business Analytics Concentration	
<input type="radio"/> Admin-Bus Analytics Conc (OL)	Major	BA	Bachelor of Arts - Administration - Business Analytics Concentration	
<input checked="" type="radio"/> Admin - International Business	Major	BA	Bachelor of Arts - Administration - International Business Concentration	
<input type="radio"/> Admin-Intl Business Conc (OL)	Major	BA	Bachelor of Arts - Administration - International Business Concentration	
<input type="radio"/> Info Sys & Tech-Bus Intel&Anlt	Major	BS	Bachelor of Science - Information Systems and Technology - Business Intelligence & Analytics Conc	
<input type="radio"/> Spanish - Business Studies	Major	BA	Bachelor of Arts - Spanish - Business Studies Concentration	



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4.

VERIFY and SUBMIT

Current Major

Application Nbr [REDACTED]
Academic Program UGRD Undergraduate
Academic Plan MNGTCBPBAX Admin - Management Conc

Search for New Major

New Academic Plan INTBCBPBAX Admin - International Business

Back Next Submit

Cancel

Enter justification then click on 'Submit'

Current Major

Application Nbr [REDACTED]
Academic Program UGRD
Academic Plan MNGTCBPBAX

New Major

Academic Plan INTBCBPBAX

Justification

I am requesting to change my major to Administration, concentration in international business. This degree aligns more with my career goals. Thank you for your consideration.

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[REDACTED] ID [REDACTED]

Request has been submitted successfully.

- Verify that the new major selected is correct. Once verified select next
- **Optional:** Enter any justification you feel is important for consideration upon reviewing your change of major request.
- Lastly, select "Submit"
- Page verifying your request has been submitted successfully will populate.

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! Please Note !

The approval of a change of major request is not guaranteed. For programs that are currently impacted, documentation verifying eligibility for the impacted status must be submitted along with the change of major request. It is advisable, particularly for impacted change of major requests, to propose an alternative major that is not impacted. Additionally, please be aware that requests to switch to online majors will necessitate additional processing time, as online programs are affiliated with a distinct college.