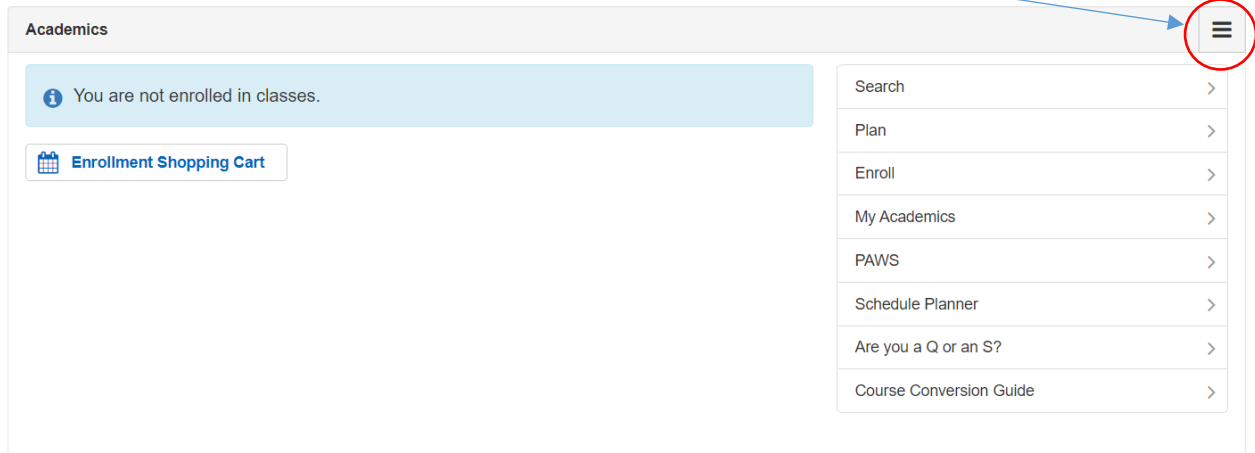
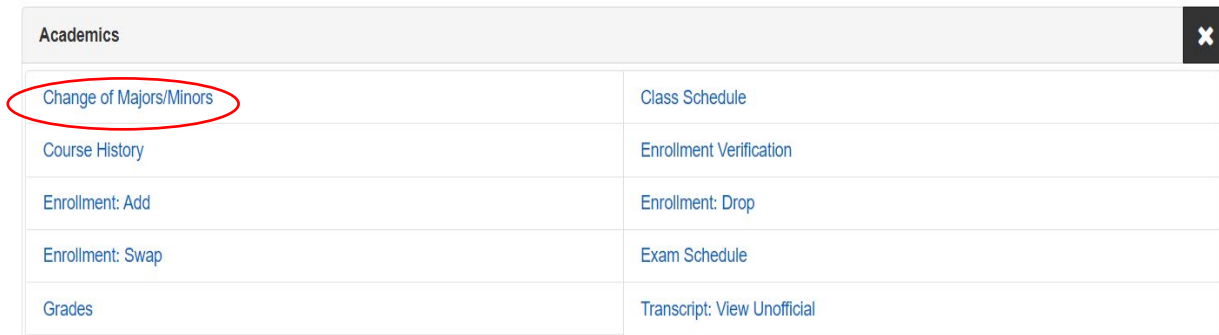


# Change of Major/Minor “How To” Guide

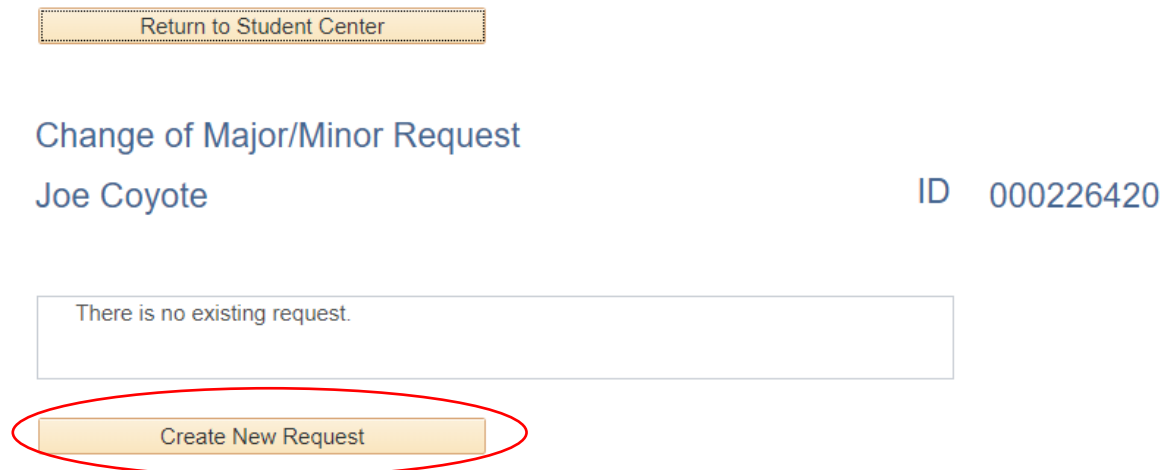
**Step 1: At the Student Center page, select the “Menu” Icon.**



**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.**

### Change of Major/Minor Request

Joe Coyote

ID 000226420

Your current major(s)/minor(s) are reflected in the box below.

To make CHANGES (Keep, Change or Drop):

1. Choose from the dropdown menu.
2. Select the "Search" icon. You will be directed to a search page.
3. Academic Plan Type must remain the same by major to major and by minor to minor.

\*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, 1256)

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

Declared Major(s) / Minor(s)			
		Current Major/Minor	Academic Plan Type
1	Keep	Nursing - Pre-Nursing	Major
2	Change	Minor in Psychology	Minor

Declared Major(s) / Minor(s)				
	Search	Proposed Major/Minor	Current Major/Minor	Academic Plan Type
1	Change		Nursing - Pre-Nursing	Major
2	Keep		Minor in Psychology	Minor

**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 32000, 1259)

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

<input type="button" value="OK"/>	<input type="button" value="Cancel"/>		
<input type="radio"/>	Major	BA	Bachelor of Arts - English - Linguistics Track
<input type="radio"/>	Major	BA	Bachelor of Arts - English - Creative Writing Track
<input checked="" type="radio"/>	Major	BA	Bachelor of Arts - English - Literature Track
<input type="radio"/>	Major	BA	Bachelor of Arts - English
<input type="radio"/>	Major	BA	Bachelor of Arts - English
<input type="button" value="OK"/>	<input type="button" value="Cancel"/>		

**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)**

<input type="button" value="Add Major(s) / Minor(s)"/>		
<input type="button" value="Back"/>	<input type="button" value="Next"/>	<input type="button" value="Submit"/>
<input type="button" value="Cancel"/>		

★ 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.**

Major(s) / Minor(s) to Add			
Search			
			 

**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)

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

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

(Message 32000, 1274)

<input type="radio"/>	Major	BA	Bachelor of Arts - Liberal Studies - Spanish Studies Track
<input type="radio"/>	Major	BA	Bachelor of Arts - Spanish - Hispanic Literature, Language, and Civilization Track
<input checked="" type="radio"/>	Minor		Minor in Spanish
<input type="radio"/>	Major	BA	Bachelor of Arts - Spanish - Business Track
<input type="radio"/>	Major	BA	Bachelor of Arts - Spanish - Communication Studies Track
<input type="radio"/>	Major	BA	Bachelor of Arts - Spanish - Hispanic Cultural Studies Track

**Step 11: Once returned to the Academic Plan page, select the “Next” button.**

Major(s) / Minor(s) to Add				
	Search			
1	<input type="text" value=""/>	Minor	Minor in Spanish	<input type="button" value="+"/> <input type="button" value="-"/>

**Step 12: Verify your Proposed Change(s).**

Change of Major/Minor Request

Joe Coyote

ID 000226420

Declared Major(s) / Minor(s)	
1 Nursing - Pre-Nursing	Major
2 Minor in Psychology	Minor

Please verify your selection.

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

(Message 32000, 1260)

Proposed Change(s)		
1 Bachelor of Arts - English - Creative Writing Track	Major	Action Change
2 Minor in Psychology	Minor	Keep
3 Minor in Spanish	Minor	Add

**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.**

Back    Next    **Submit**

Cancel