

The Change Request of Major/Concentration/Minor/Catalog Term form is for students requesting to change all or any part of their curriculum (major, concentration, etc).

Dean's offices are responsible for changing curriculum.

Division/Department Chair offices are responsible for assigning advisors.

Student Instructions:

- **Complete top of form (name, ID#, email, cell #) and Sections 1 & 2.**
- **Have current advisor sign and date Section 1.**

To change major to a new college:

1. Take form to dean's office of new major.
(Dean's representative will update major information in computer and complete section 3 of form.)
2. Dean's office completes section 3 and changes the student's major in Banner.
3. Take form to department of new major for advisor assignment.
4. Make appointment with new advisor. Take copy of completed form and student advising record to new advisor.

To change major within the same college:

1. Take form to dean's office of current major.
(Dean's representative will update curriculum information in computer.)
2. Dean's office completes section 3 and changes the student's major in Banner.
3. Take form to department of new major for advisor assignment.
4. Make appointment with new advisor. Take copy of completed form and student advising record to new advisor.

To update concentration, minor or catalog term:

1. Take form to dean's office of current major.
(Dean's representative will update curriculum information in computer.)