

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.

**All parties: In place of signing the form, type your name in the acknowledgment field and forward the form to the next party using official DSU email accounts, preserving the email string all the way to the Registrar's Office.**

**Student Instructions:**

- **Complete top of form (name, ID#, email, cell #) and Sections 1 & 2.**
- **Using your DSU email, forward to current advisor for typed acknowledgement and date in Section 1.**

**To change major to a new college:**

1. Advisor will type name in the acknowledgment field, enter date, and then, using DSU email, forward original email from student and form to dean's office of new major, cc student.
2. Dean's office completes section 3 and changes the student's major in Banner.
3. Dean's office will reply to all in original message to preserve email acknowledgements so student and current advisor remain in the loop, and forward filled-out form to department/division of new major for advisor assignment, cc [registrar@deltstate.edu](mailto:registrar@deltstate.edu), notifying all that requested changes have been made and advisor needs to be assigned.
4. Department/Division will assign new advisor, fill out form and forward the same using DSU email to the student and new advisor.
5. New advisor types name and date for acknowledgement and returns form to department/division. New advisor will reach out to prior advisor to obtain student advising record.
6. Student will make appointment with new advisor.

**To change major within the same college:**

1. Advisor will type name in the acknowledgment field, enter date, and then, using DSU email, forward original email from student and form to dean's office, cc student.
2. Dean's office completes section 3 and changes the student's major in Banner.
3. Dean's office will reply to all in original message to preserve email acknowledgements so student and current advisor remain in the loop, and forward filled-out form to department/division of new major for advisor assignment, cc [registrar@deltstate.edu](mailto:registrar@deltstate.edu), notifying all that requested changes have been made and advisor needs to be assigned.
4. Department/Division will assign new advisor, fill out form and forward the same using DSU email to the student and new advisor.
5. New advisor types name and date for acknowledgement and returns form to department/division. New advisor will reach out to prior advisor to obtain student advising record.
6. Student will make appointment with new advisor.

**To update concentration, minor or catalog term:**

1. Advisor will type name in the acknowledgment field, enter date, and then, using DSU email, forward original email from student and form to dean's office, cc student.
2. Dean's office completes section 3 and makes the requested program in Banner.
3. Dean's office will reply to all in original message to preserve email acknowledgments so student and advisor remain in the loop, and forward completed form to [registrar@deltastate.edu](mailto:registrar@deltastate.edu), notifying all that requested changes have been made.