UNDERGRADUATE CHANGE OF MAJOR/CHANGE OF STATUS

9

Office of the Registrar

INSTRUCTIONS ON BACK

Date: _____

Name: _____ Student RIN# : _____-_____-_____
       (LAST)   (FIRST)   (MI)

E-mail: _____ Day phone:_____ Anticipated graduation date: _____/_____
                                                                          month   year

Current First-
Named Major: ___ ___ ___ ___
(Codes on Back)

Current Second-
Named Major: ___ ___ ___ ___
(if applicable) (Codes on Back)

Current
Advisor:_____

Please circle:
Admitted as a Freshman or Transfer student

Office use only: Program code

___ ___-- ___ ___ ___ ___--___ ___

*ATTENTION: INTERNATIONAL STUDENTS

U.S Citizen/Permanent Resident?
YES   NO
(circle one)

*To process this request all international students **must** obtain signature approval from the Office of International Services for Students & Scholars, after all other approvals below are obtained.

_____
International Student Services Signature

A. CHANGE OF CURRICULUM

1. Change my major to (see codes on back):   ___ ___ ___ ___
2. Print New Advisor's Name: _____
3. This change of major is approved:
   Curriculum Coordinator Signature: _____Date:_____ **(All changes within the School of Engineering must be approved by the Dean's Office--Jonsson 3018)**

B. ADDING A DUAL MAJOR

Add a Dual Major (see codes on back):

First Named Major: ___ ___ ___ ___
Advisor's Name_____
        (Print Advisor's Name)
Curriculum Coordinator
Signature_____Date:_____

Second Named Major: ___ ___ ___ ___
Advisor's Name_____
        (Print Advisor's Name)
Curriculum Coordinator
Signature_____Date:_____

(All changes within the School of Engineering must be approved by the Dean's Office, Jonsson 3018)

C. DROPPING A DUAL MAJOR

Drop a Dual Major (see codes on back):_____
My only major is:
First Named Major: ___ ___ ___ ___
Print Advisor's Name_____
        (Print Advisor's Name)
Curriculum Coordinator
Signature_____   Date: _____

D. ADDING A CONCENTRATION- (ITWS, GSAS, BMED and BMGT majors ONLY)

1. Concentration name _____ Concentration code ___ ___ ___ ___
2. Print concentration Advisor Name: _____
3. Curriculum Coordinator Signature: _____

E. DOUBLE DEGREES – ADDING A SECOND BACHELOR'S DEGREE

(Requires 30 additional credits above and beyond first bachelor.)
1. Second degree pursuing: enter "BS" or "BA" (BArch) _____
2. Second major (see codes on back):   ___ ___ ___ ___
3. Print Second degree Advisor Name: _____
4. Adding this secondary degree is approved:
   Curriculum Coordinator Signature: _____ Date:_____
   (All changes within the School of Engineering must be approved by the Dean's Office, Jonsson 3018)

INSTRUCTIONS

1. **Change of Curriculum:** To change from one curriculum to another, fill in Section A, lines 1-3. Take this form to the departmental office of the curriculum into which you want to switch. Obtain approval from the Curriculum Coordinator. Have him/her sign on line 3, make a copy for his/her records, and send the original copy to the Registrar. The Curriculum Coordinator will assign an advisor for you. You should arrange to meet with your new advisor at your earliest convenience to outline your program in detail so that you will know exactly which courses you should take in order to graduate in your new curriculum.

2. **Dual Majors:** A dual major requires fulfilling of all the degree requirements for two curricula. One diploma will be awarded which notes both majors. In section B, designate the first named and second named major. You will be assigned an advisor in each department who will monitor progress toward the degree in those departments. Each curriculum coordinator must sign the form. Return the original copy to the Registrar's Office.

3. **Concentration:** Information Technology, Biomedical Engineering, Business and Management, and Games and Simulation Arts and Sciences majors must declare a concentration. Contact your advisor for specific information.

4. **Double Degrees (not dual major):** A second bachelor's degree requires 30 additional credits above and beyond those used for the first bachelor. To add a second bachelor's discipline, fill in Section E, lines 1-4. Have the Curriculum Coordinator in the secondary department sign the form on line 4, and give you a copy. The Curriculum Coordinator should keep a copy also. The original copy must be turned in to the Registrar. The Curriculum Coordinator will assign an advisor for you. You should meet with this advisor as soon as possible so that you will know exactly which courses you should take to graduate with the second degree.

5. **International Students** must obtain approval from the International Student Services Office for any change(s) in major/status. Please allow 5-7 days for processing.

CURRICULUM CODES			
AERO	Aeronautical Engineering	ENVE	Environmental Engineering
APHY	Applied Physics	ENVS	Environmental Science
ARCH	Architecture (B. Arch Degree)	GEOL	Geology
BCBP	Biochemistry and Biophysics	GSAS	Games and Simulation Arts and Sciences
BFMB	Bioinformatics & Molecular Biology	HGEO	Hydrogeology
BIOL	Biology	ISCI	Interdisciplinary Science
BLSC	Building Sciences	ITWS	Information Technology & Web Science
BMED	Biomedical Engineering	MATH	Mathematics
BMGT	Business and Management	MATL	Materials Engineering
BMLW	Business and Management (Accelerated Management Law Prog.)	MECL	Mechanical Engineering
BSAN	Business Analytics	MGTE	Industrial and Management Engineering
BTHE	Biotechnology and Health Economics	MUSC	Music
CHEG	Chemical Engineering	NUCL	Nuclear Engineering
CHEM	Chemistry	PHIL	Philosophy
CIVL	Civil Engineering	PHYS	Physics
COGS	Cognitive Science	PSYS	Psychological Science
COMD	Communication, Media, & Design	SSLW	Science, Technology and Society
CSCI	Computer Science	STS	Science & Technology Studies
CSYS	Computer and Systems Engr.	SUST	Sustainability Studies
DSIS	Design Innovation & Society	ENGR	Undeclared Engineering
EART	Electronic Arts	UNGS	Undeclared General Studies
ECON	Economics	UHSS	Undeclared Humanities & Social Science
ELEC	Electrical Engineering	USCI	Undeclared Science
EMAC	Electronic Media, Arts, Communication		