Change My Major User’s Guide

March 2018
Undergraduate students may change their major in VandalWeb using the Change My Major feature located under the Students tab.
Within Change My Major students will have the option to Add, Drop, or Change their major.
ADD

When a student wants to add another major or minor to their major they need to select what they want to add.

Change My Major - Continued

If you want to add more than one major or academic certificate, you will need to wait for approval for a pending "add major" request before submitting another request.

If you want to add more than one minor, you may submit an additional request after submitting this request.

This page will only show a concentration choice if applicable to your major.

Current General Studies majors: You may add an Academic Certificate but may not add majors. Please "Cancel" then use the "Change" button to change to a different major if desired.

What do you want to add?

- Major or Academic Certificate
- Minor

[Continue] [Cancel]
After selecting what the student would like to add the student will be given a dropdown box where they can select what they would like to add.
Once the student has selected what they would like to add they just need to submit those changes. After submitting the addition the student will receive an e-mail confirming the change and letting them know the college the addition has been sent to for approval. Students will receive an e-mail updating them on the status of the change they have requested at each level of the review process.

Change My Major - Continued

You must click the "Submit Changes" button to submit your request for approval.
Please check your work carefully before clicking Submit. Unexpected entries may be created if the Back button was used.

Pending Change Request for: Joe Vandal

| Add Major: | B.S.Fish.Res. |
| Degree:    | Natural Resources |
| College:   | 2017 |
| Catalog Year: | Fishery Resources |
| Major:     | Pending-Not Yet Submitted |
| Status:    | 14-FEB-2016 |
| Status Date: | |
| Current Curriculum | |

| Degree: | B.S.L.A. |
| College: | Art & Architecture |
| Catalog Year: | 2017 |
| Major: | Landscape Architecture |
| Minor: | Art |
DROP

When a student wants to drop part of their major they need to select what they want to drop.

Drop Curriculum

Home > Drop Curriculum

Please select the item you want to drop.

You may not drop all of your majors.

If you don't see all the items you expected, you may have pending requests that haven't been approved yet.

What do you want to drop?

- **Drop Major**: Computer Science, B.S.C.S.
- **Drop Major**: Music-Applied Emph, B.A.
- **Drop Minor**: Renewable Materials

[Continue] [Cancel]
If a student is dropping a major they will need to identify the reason they are dropping that major.

Change My Major - Continued

Home > Change My Major - Continued

Please let us know the reason you are dropping this major.

Please fill in your drop reasons (Check all that apply):

Dropping Major: Computer Science, B.S.C.S.
- My academic goal/career path has changed
- My major is not what I expected
- I didn't know I had declared this major
- I am not satisfied with my academic experience

Other: (100 character limit) [ ]

[Continue] [Cancel]
Once a student submits a request to drop part of their major they will receive an email confirming the action. Dropping part of the major does not require college approval.
CHANGE

When a student wants to make a change to their major they need to select what they want to change.

Change My Major - Continued

If you want to change more than one minor, you may submit an additional request after submitting your first request.

If you want to change more than one major, you will need to wait for approval for a pending "change major" request before submitting another request.

Changing to a General Studies major will also drop all of your existing majors.

What do you want to change?

- Major/Degree: Chemistry-General Opt, B.S.
- Catalog Year 2017 for: Chemistry-General Opt
- Minor: Art
- Catalog Year 2017 for: Art

Continue  Cancel
Once a student has selected what they would like to change they will be given a drop down list where they can select the major/degree, minor, or catalog year they would like to change to. After submitting the change the student will receive an e-mail confirming the change and letting them know the college the change has been sent to for approval. Students will receive an e-mail updating them on the status of the change they have requested at each level of the review process.

Change My Major - Continued

Home > Change My Major - Continued

Please select your "change to" choice.

If you don't see all the items you expected, you may have pending requests that haven't been approved yet.

Change Major/Degree Chemistry-General Opt, B.S. to:

Major: Chemistry-General Opt  Select a new major/degree:  

Continue  Cancel
CANCEL

A student may cancel a change of major they have submitted. They can do this with the Cancel This Request button any time before the item is approved by the college the request was sent to.