CONTACT: records@morgan.edu

PURPOSE: This form is to be used if a student wishes to change the academic catalog they matriculated under.

PROCESSING TIME: 1-3 Business days

REQUIREMENTS:
- MSU email account
- Valid government-issued photo ID or MSU Bear card
- Signature from chairperson (please click here for a list of Active Chairpersons)
- Signature from Dean

ADVISEMENT: Reach out to your chairperson or academic advisor to understand curriculum requirements under the different catalogs that best align with completed coursework. Please note, catalog changes cannot be applied retroactively.

**STEPS**

1) From the “Online Forms” page, click the name of the form to begin. A window will open.
   
   1A. Enter your name and email address in the field.
   
   1B. Enter the name and email of the chairperson for your major, and the name and email of the Dean of your school.
   
   1C. Select “Begin Signing” in the top right corner of page.

2) Agree to Docusign terms
   
   2A. Enter student ID and today’s date.
   
   2B. Select major, enter credits earned and catalog changes
   
   2C. Attach ID and sign.
   
   2D. Select “Finish” in top right corner of the page. The window will automatically close if all information has been entered correctly.

3) The form will automatically route to the chairperson, then to the Dean, then to the Office of the Registrar for processing. You will receive an email once the form has been completed. You will be able to verify any changes in Websis.