CONTACT: records@morgan.edu

PURPOSE: This form is used if a student wishes to change or update their major, minor, or concentration in the university's student information system.

PROCESSING TIME: 1-3 Business days

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

ADVISEMENT: Reach out to your chairperson or academic advisor to understand curriculum requirements and develop an academic plan that aligns with Degreeworks

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 current major, and the name and email of the chairperson the requested major/minor.
   1C. Click “Begin Signing”.

2) Agree to Docusign terms
   2A. Enter student ID and today’s date.
   2B. Select the major pursuit. Select the requested major. If applicable, select the concentration and/or minor. Select the major /minor that is being deleted.
   2C. Attach ID and sign.
   2D. Select “Finish”. The window will automatically close if all information has been entered correctly.

3) The form will automatically route to both chairpersons and 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.