

CONTACT: PURPOSE:

PROCESSING TIME: REQUIREMENTS:

ADVISEMENT:

records@morgan.edu

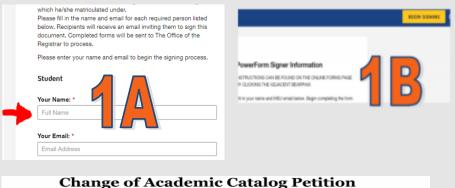
This form is to be used if a student wishes to change the academic catalog they matriculated under.

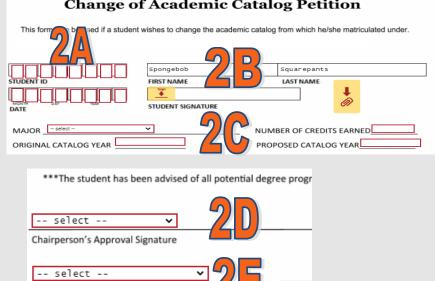
1-3 Business days

- MSU email account
- Valid government-issued photo ID or MSU Bear card
- Signature from chairperson
- Signature from Dean

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





Dean's Approval Signature

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.

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. Select "Begin Signing" in the top right corner of page.

- 2) Agree to Docusign terms
 - 2A. Enter student ID & today's date.
 - 2B. Attach ID and sign.

2C. Select major, enter credits earned and requested catalog changes.

2D. Select the chairperson for your major. *A list of active chairpersons can be found on page 2.*

2E. Select the dean for your school. A list of active deans can be found on page 3.

2F. Select "Finish" in top right corner of the page. The window will automatically close if all information has been entered correctly.