

CHANGE OF MAJOR/MINOR

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 (*The form must route to chairperson(s) for approval before it routes to our office for processing. Total average time is 7 business days.)

REQUIREMENTS:

- MSU email account
- Valid government-issued photo ID or MSU Bear card
- Signature from current chairperson
- 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 and your academic catalog.

STEPS

- From the "Online Forms" page, click the name of the form to begin. A window will open.
 - Enter your name and MSU email address in the field.
 - Click "Begin Signing".
- Agree to Docusign terms
 - Enter student ID & today's date.
 - Enter your current GPA. Attach your MSU Bearcard or photo ID
 - Read & select degree options.
 - Choose the major, minor, and/or concentration you are **REQUESTING**. A list of all options can be found on page 2.
 - Choose the major, minor, and/or concentration you are **REMOVING**. (*If major field is not shown, please review question in 2C and select "YES")
 - In the 1st field, choose the name of the chairperson for your **CURRENT** major or minor. In the 2nd field, choose the name of the chairperson for the **NEW/UPDATED** major or minor. A list of all chairpersons can be found on pages 3-4.

approved, the form will route to the Office of the Registrar for processing. Processing can take 1-3 business days. You will receive an email notification once the form has processed.

Total average time for this form is approximately 7 business days.

Please enter your name and email to begin the signing process.

Student

Your Name: *

Full Name **1A**

Your Email: *

Email Address

BEGIN SIGNING

PowerForm Signer Information **1B**

INSTRUCTIONS CAN BE FOUND ON THE ONLINE FORMS PAGE BY CLICKING THE ADJACENT BEARPAW.

Fill in your name and MSU email below. Begin completing the form

Undergraduate Change of Major/Minor

Enrolled degree-seeking undergraduate student program. To declare a major, please complete the appropriate department is required for all change records@morgan.edu. **2A**

STUDENT ID

MONTH DAY YEAR

DATE

Major Program(s)- I wish to have the following MAJORS listed on my records. Please indicate BA/BS/BFA

Primary Major: --select-- Track/Concentration: --select-- BA BS BF

Second Major: Track/Concentration: BA BS BF

Minor Program(s)- I wish to have the following MINORS listed on my records.

Primary Minor: --select--

Second Minor: --select--

2D

Last Name

LAST NAME **2B**

GPA

Select one of the following...

I am pursuing one major only - I understand that I must complete a minimum of 120 academic credits and the general education requirements associated with the degree.

I am pursuing Multiple Majors - I understand that I must complete a minimum of 120 academic credits and the general education requirements associated with my primary major. I will earn one diploma with my primary major; my additional majors will be listed on my transcript. In the case of multiple degrees (BA, BS, or BFA), I understand that I must complete 30 extra credits for each additional degree beyond the 120 academic credits required for each degree as well as the general education requirements for each degree. I will earn one diploma for each degree earned. **2C**

Deleting Major, Minor- I wish to have the following removed from my records:

Major: **2E**

Minor: --select--

Chairperson Signature (current major) **2F**

--select--

Signature

Chairperson Signature (new or updated major/minor/concentration)

--select--

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.