CHANGE OF MAJOR/MINOR

records@morgan.edu **CONTACT:**

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

1-3 Business days (* The form must route to chairperson(s) for approval before it routes to our PROCESSING TIME:

office for processing. Total average time is 7 business days.)

MSU email account **REQUIREMENTS:**

Valid government-issued photo ID or MSU Bear card

Signature from current chairperson

Signature from requested chairperson

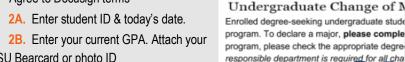
ADVISEMENT: Reach out to your chairperson or academic advisor to understand curriculum requirements and develop an academic plan that aligns with

Degreeworks and your academic catalog.

- From the "Online Forms" page, click the name of the form to begin. A window will open.
- 1A. Enter your name and MSU email address in the field.
 - 1B. Click "Begin Signing".
- 2) Agree to Docusign terms
- MSU Bearcard or photo ID
 - Read & select degree options.
- 2D. Choose the major, minor, and/or concentration you are REQUESTING. A list of all options can be found on page 2.
- 2E. Choose the major, minor, and/or concentration you are REMOVING. (*If major field is not shown, please review question in 2C and select "YES")
- 2F. 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.







records@morgan.edu. STUDENT ID

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

▼ Track/Concentration: -- sele Track/Concentration:

Last Name LAST NAME Select one of the following

I will earn one diploma with my primary in the case of multiple degrees (BA, BS, o red 120 academic credits required for each of Il earn one diploma for each degree earned. understand that I must complete 30 ex

um of 120 academic credits

mplete a minimum of 120 academic credits an

■ Track/Concentration:

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

select --Chairperson Signatur select --Chairperson Signature

I am pursuing one major only education requirements associat

Minor: - select -

I am pursuing Multiple Majors - I un

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.