



# REQUEST TO CHANGE MAJOR/CATALOG YEAR

- Instructions:**
- 1. Student** must schedule an appointment with the **Receiving Advisor** for the new major to complete the Request to Change Major/Catalog Year form and review the requirements for graduation.
  - 2. Receiving Advisor** will update Banner and forward a copy of the form to the **Previous Advisor**. If necessary, a copy will be sent to the **International Services Office or Advisor for Athletics**.
  - 3. Previous Advisor** will forward the student's advising file to the new **Receiving Advisor**.
  - 4. Request to Change Major/Catalog** form will be filed in the student's advising file.

**Please Print:**

Name: \_\_\_\_\_ ID: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Are you an International student (F visa)? Yes \_\_\_\_\_ No \_\_\_\_\_ (Student must contact the International Services Office.)

Are you a Student Athlete? Yes \_\_\_\_\_ No \_\_\_\_\_ (Student must contact the Advisor for Athletics.)

Current College: \_\_\_\_\_

New College: \_\_\_\_\_

Current Major: \_\_\_\_\_

New Major: \_\_\_\_\_

Concentration: (if applicable) \_\_\_\_\_

Concentration: (if applicable) \_\_\_\_\_

Current Catalog Year: \_\_\_\_\_

New Catalog Year: \_\_\_\_\_

Minor: \_\_\_\_\_

Minor: \_\_\_\_\_  
(Student must complete an application with the appropriate college.)

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**FOR OFFICIAL USE ONLY**

Effective Term/Year \_\_\_\_\_

Catalog Year \_\_\_\_\_

Changes to major or catalog year must be entered only in the student's current term or in the next subsequent term.

\_\_\_\_\_  
Receiving College Advisor's Signature

\_\_\_\_\_  
Date

Entered into Banner: \_\_\_\_\_  
Date

\_\_\_\_\_  
Initials

\_\_\_\_\_  
Comment

Notification sent to previous college: \_\_\_\_\_  
Date

\_\_\_\_\_  
Initials

\_\_\_\_\_  
Comment