

Student is to complete form and have academic unit(s) sign before submitting to the Office of the Registrar.

STUDENT ID NO. _____ DAYTIME PHONE NO. _____ DATE _____

NAME _____ *Student Signature* _____
Please Print Last First

ADDRESS _____
 Street/Apt. No.

City State ZIP

CHANGE FROM CURRENT INFORMATION

*Degree Level (i.e. MBA) Major/Minor Title Major/Minor Code Campus/Site

REQUEST CHANGE TO INFORMATION

*Degree Level (i.e. MBA) Major/Minor Title Major/Minor Code Campus/Site

AND/OR Circle ADD or REMOVE to indicate choice

Add / Remove Dual Major Code _____ Add / Remove Minor Code _____
 Dual Majors Applicable to Undergraduates Only Dual Minors Applicable to Undergraduates Only

EFFECTIVE SEMESTER (check one) FALL _____ SPRING _____ SUMMER _____
 Year Year Year

(Request for undergraduate change(s) will not be processed until the grades from the term prior to the effective term are posted, and if necessary, evaluated by the academic unit.)

*Undergraduate to graduate level requires acceptance letter in Office of Admission

Check Yes or No as appropriate, and obtain signatures if applicable.

I receive veterans education benefits Yes No
 Veterans Affairs Coordinator Date

I am an international student Yes No
 International Student and Scholar Services Date

New academic unit is required to complete this section

Undergraduates All courses will apply to the requested major Request transcript for review

Required Signatures

Academic Adviser – Current Academic Unit Date Academic Major Adviser – New Academic Unit Date

Academic Unit Head – New Academic Unit Date Academic Minor Adviser – New Academic Unit Date

For Office Use Only

EVALUATION SENT TO ACADEMIC UNIT _____ SFAREGS SGASTDN UPDATE COMPLETED _____ INITIALS _____

DISTRIBUTION:

- White – Registrar
- Yellow – New Academic Unit
- Pink – Student
- Gold – Current Academic Unit