



CHANGE OF MAJOR REQUEST

Admissions, Records & Evaluations Office

(559) 278-2261

1. Take this form to the **old department** to pick up your advising folder, **only** if you are a transfer or a continuing student.
If you are an undeclared major, go to Advising Services in Joyal Administration, Rm. 224.
2. Take this form (*and your advising folder*) to the **new department** for the completion of Part II.
3. Student is to **return form** to the Admissions & Records Office - STUDENT SERVICES WINDOWS.
4. If you are an International Student, turn in form to the ISSP Office, Joyal 211.

PART I: TO BE COMPLETED BY OLD MAJOR DEPARTMENT

- | | |
|---|--|
| <input type="checkbox"/> Sent to new major department | <input type="checkbox"/> Intra-office change |
| <input type="checkbox"/> Student hand carried to new major department | <input type="checkbox"/> Do not have folder |

Signature _____

Date _____

PART II: TO BE COMPLETED BY NEW MAJOR DEPARTMENT

- Consulted faculty advisor/departmental designee regarding major requirements.
- Reviewed specific courses outside major (i.e., GE and additional courses required).

I have reviewed the major requirements as well as courses outside the major with the student. He/She understands the requirements and is prepared to complete a major in: _____

_____ Date

_____ Faculty Advisor/Dept. Designee Signature

PART III: TO BE COMPLETED BY STUDENT AND RETURNED TO THE ADMISSIONS AND RECORDS OFFICE - STUDENT SERVICES WINDOWS. EXCEPT...

- International Student - Turn in form to ISSP Office, Joyal 211.
- If you have applied for graduation, turn in form to the Evaluations Office, Joyal 115.

Name _____
Last First Middle Maiden

Permanent Address _____
Number and Street City State Zip Code

Local Phone _____ Campus e-mail _____

Student I.D. Number _____ Social Security Number _____

OLD Major _____ NEW Major _____
Descriptive Title Descriptive Title

Indicate option if applicable _____ / _____ / _____

Signature _____ Date _____

OLD PS Code _____ NEW PS Code _____ Initial: _____ Date: _____