

Instructions for students:

1. Complete section I with all requested information necessary for processing changes.
2. Please print all information clearly.
3. Review the [Undergraduate Programs](#) listing to ensure you are selecting a valid degree/major/concentration.
4. Present form to department chair of your new major.
5. Return completed form to the Registrar's Office in Lyle Hall for processing.

Instructions for Department Chairs:

1. Complete section II.
2. Please verify student's information.
3. Print name in designated area.
4. List the new advisor to be assigned if major is being changed or added. Department secretaries are able to access advisor assignment. They should be adding or changing the advisor as appropriate for the new major. Please contact the Registrar's office if there's question about assigning the advisor.
5. Your signature and date is also required.