

# Change of Major / Minor

This guide provides instructions for the various functions regarding a Change of Major / Minor.

Note: Incoming students may **not** submit a change of major until the beginning of the semester.

Additional information and the link to the Change Major/Minor Form can be found on the Major / Minor Form page on the Records website.

## **Change Major / Minor Topics**

Expand the topic selections below for instructions. Open and follow as many topics as appropriate.

Change Current Major / Minor Concentration

#### <u>Step 1:</u>

Click on the (A) Change Current Major / Minor Concentration To New tab





#### **Undergraduate Major & Minor Change**

Students, it is strongly recommended you discuss major/minor changes with your college major advising team before submitting any request to change your major or minor. Please visit CSU Fullerton's Student Success Central website to find the Student Success Team for your college and book an appointment

		Case ID						
				1026363				
	Student Information							
▶	(A)Change Current Major/Concentration To New	Change Current Major/Concentration To New Major/Concentration						
		Current Major/Concentration	New Major/Concentration					
	(B)Additional Major (s)/Concentration		Select Major/Concentration	$\sim$				
	(C) Minor	Major Code	Major Code					
	(D) Certificate							
	Student Signature							
	Submit							

#### **Step 2:**

Check the **Change Current Major / Concentration to New Major / Concentration** checkbox





#### **Undergraduate Major & Minor Change**

Students, it is strongly recommended you discuss major/minor changes with your college major advising team before submitting any request to change your major or minor. Please visit CSU Fullerton's Student Success Central website to find the Student Success Team for your college and book an appointment

	To know more about the University Policy Statement: Q	Click Here	Case ID
			1026363
Student Information			
(A)Change Current Major/Concentration To New	Current Major/Concentration To New Major/Co	ncentration New Major/Concentration	
(B)Additional Major (s)/Concentration		Select Major/Concentration	~
(C) Minor	Major Code	Major Code	
(D) Certificate			
Student Signature			

#### Your Current Major / Concentration and Major Code will populate

Students, it is strongly recommended you discuss major/minor changes with your college major advising team before submitting any request to change your major or minor. Please visit CSU Fullerton's Student Success Central website to find the Student Success Team for your college and book an appointment				
	To know more about the University Policy Statemen	t: Click Here	Case ID	
(A)Change Current Major/Concentration To New	Current Major/Concentration To New Major/			
Major/Concentration	Current Major/Concentration	New Major/Concentration		
Major/Concentration To New				
Major/Concentration To New (B)Additional Major (s)/Concentration	Current Major/Concentration	New Major/Concentration	Y	
Major/Concentration To New (B)Additional Major	Current Major/Concentration Art, Entertainment Art/Animation CONCENTRATION,BFA	New Major/Concentration Select Major/Concentration		

#### <u>Step 3:</u>



### Click the New Major / Concentration dropdown

, ,, ,,	Undergraduate Majo	ge major advising team before submittir	
	t. <u>Click Here</u>	Case ID 1026363	
Student Information	NEW MAJOR/CONCENTRATION		
(A)Change Current Major/Concentration To New	Change Current Major/Concentration To New Major/	Concentration New Major/Concentration	
(B)Additional Major (s)/Concentration	Art, Entertainment Art/Animation CONCENTRATION, BFA.	Select Major/Concentration	
(C) Minor	Major Code 26FAEAUBFA	Major Code	
(C) Minor (D) Certificate	Major Code 26FAEAUBFA	Major Code	

#### <u>Step 4:</u>

Select the appropriate new Major / Concentration from the drop-down list



	To know more about the University Policy Statement	nt: <u>Click</u>	Here	ase ID	
			102	26363	
Student Information	NEW MAJOR/CONCENTRATION				
(A)Change Current Major/Concentration To New	Change Current Major/Concentration To New Major	/Concer	tration		
	Current Major/Concentration		New Major/Concentration		
(B)Additional Major (s)/Concentration	Art, Entertainment Art/Animation CONCENTRATION, BFA.		Select Major/Concentration American Studies, BA.		^
(C) Minor	Major Code 26FAEAUBFA		Anthropology, BA. Art, Art History Concentration, BA. Art, BA. Art. Ceramics Concentration.BFA.		
(D) Certificate			Art, Creative Photography Concentration, BFA. Art, Creative Photography and Experimental Med	tia Concentration, BFA.	
Student Signature	$\rightarrow$		Art, Drawing and Painting Concentration,BFA. Art, Entertainment Art/Animation Concentration,E Art, Environmental Design Concentration,BFA. Art, Graphic Design Concentration,BFA.	BFA.	
Submit			Art, Graphic and Interactive Design Concentratio Art, Illustration Concentration, BFA. Art, Jewelry and Metalsmithing Concentration, BF Art, Sculpture Concentration, BFA.		
			Art, Studio Concentration, BA. Art, Teaching Concentration, BA. Art,BFA.		
			Biochemistry, BS. Biological Science, BS.		

Upon selection the Major code will populate

or or minor. Please vis	at CSO Fullenon's Student Success Central Website to find th	he Student Success Team for your colleg	e and <u>book an appointment</u>
	To know more about the University Policy Statemen	nt: <u>Click Here</u>	Case ID
	1026363		
Student Information	NEW MAJOR/CONCENTRATION		
(A)Change Current Major/Concentration To New			
	Change Current Major/Concentration To New Major/	Concentration	
To New	Change Current Major/Concentration To New Major/	Concentration New Major/Concentration	
			<u> </u>
To New (B)Additional Major	Current Major/Concentration	New Major/Concentration	<b></b>
Fo New B)Additional Major (s)/Concentration	Current Major/Concentration Art, Entertainment Art/Animation CONCENTRATION,BFA.	New Major/Concentration	

- If you <u>have</u> additional changes you would like to make, go to the appropriate section to expand the instructions and follow accordingly.
  - If you <u>do not</u> have any additional changes to make, scroll down to the Student Signature section and follow the instructions accordingly.

## Additional Major Concentration

Click on the (B) Additional Major (s) Concentration tab

	commended you discuss major/minor changes with your isit CSU Fullerton's Student Success Central website to a				
	To know more about the University Policy State	ement: Click	ant: Click Here Case ID		
				1026363	
Student Information	ADDITIONAL MAJOR(S)/CONCENTRATION				
(A)Change Current Major/Concentration To New	Current /	Additional M	lajor(s)/Concentration		
(B)Additional Major (s)/Concentration					
(C) Minor	Add Additional Major/Concentration		Add Additional Major/Concentra	ation	
(D) Certificate			Select Major/Concentration		
Student Signature			Major Code		
	Change Additional Major/Concentration				
	Select Current Major/Concentration		Select New Major/Concentratio	n	
	Select Major/Concentration	~	Select Major/Concentration		
	Major Code		Major Code		
	Drop Additional Major/Concentration		Select Major/Concentration To	Drop	
			Select Major/Concentration		
			Major Code		

## Add Additional Major / Concentration

#### <u>Step 1:</u>

Click on the Add Additional Major / Concentration checkbox



Add Additional Major/Concentration	Add Additional Major/Concentration		
	Select Major/Concentration	$\checkmark$	
T	Major Code		

### <u>Step 2:</u>

Click on the Add a Additional Major / Concentration drop-down button

Add Additional Major/Concentration

Add Additiona	Add Additional Major/Concentration		
Select Major/Co	oncentration	$\mathbf{r}$	
Major Code			

#### <u>Step 3:</u>

Select the appropriate option



Student Information	ADDITIONAL MAJOR(S)/CONCENTRATION
(A)Change Current Major/Concentration To New	Current Additional Major(s)/Concentration
(B)Additional Major (s)/Concentration	
(C) Minor	Add Additional Major/Concentration
(D) Certificate	Add Additional Major/Concentration     Add Additional Major/Concentration     Select Major/Concentration     American Studies, BA
Student Signature	Anthropology, BA.         Art History Concentration, BA.         Art, BA.         Art, BA.         Art, BA.         Art, BA.         Art, Caramics Concentration, BFA.         Art, Creative Photography Concentration, BFA.         Art, Creative Photography Concentration, BFA.         Art, Drawing and Painting Concentration, BFA.         Art, Creative Photography Concentration, BFA.         Art, Drawing and Painting Concentration, BFA.         Art, Creative Photography Concentration, BFA.         Art, Creative Photography Concentration, BFA.         Art, Creative Photography Concentration, BFA.         Art, Craphic Design Concentration, BFA.         Art, Graphic Casing Concentration, BFA.         Art, Ureview and Metalsmithing Concentration, BFA.         Art, Studie Concentration, BFA.         Art, Studie Concentration, BA.         Art, Studie Concentration, BA.         Art, BFA.         Bolconcentration, BA.         Art, BFA.         Biol Concentration, BA.         Art, BFA.         Biol Concentration, BA.         Art, BFA.         Biol Concentration,
	Biological Science, BS.         Biological Science, Cell and Developmental Biology Concentration, BS.         Biological Science, Cell and Developmental Biology Concentration, BS.         Biological Science, Marine Biology Concentration, BS.         Biological Science, Marine Biology Concentration, BS.         Biological Science, Plant Biology Concentration, BA.         Business Administration, Accounting and Business Analytics Concentration, BA.         Major Code

The Major Code will populate upon selection

Student Information	ADDITIONAL MAJOR(S)/CONCENTRATION	ON
(A)Change Current Major/Concentration To New		Current Additional Major(s)/Concentration
(B)Additional Major (s)/Concentration		
(C) Minor		Add Additional Major/Concentration
(D) Certificate	☑ Add Additional Major/Concentration	Art, Teaching Concentration, BA.
Student Signature		Major Code 26AREDUBA2

If you have additional changes you would like to make, go to the appropriate section to expand the instructions and follow accordingly.

• If you do not have any additional changes to make, scroll down to the **Student Signature** section and follow the instructions accordingly.

### **Change Additional Major / Concentration**

### <u>Step 1:</u>

Click on the Change Additional Major / Concentration checkbox

hange Additional Major/Concent	ration	
Lect Current Major/Concentration	Select New Major/Concentration	
elect Major/Concentration	Select Major/Concentration	~
Major Code	Major Code	

### <u>Step 2:</u>

### Click the Current Major / Concentration drop-down button

☑ Change Additional Major/Concentration		
Select Current Major/Concentration	Select New Major/Concentration	
Select Major/Concentration	Select Major/Concentration	~
Major Code	Major Code	

### <u>Step 3:</u>

Select the appropriate option



V	Change Additional Major/Concentration		
S	Select Current Major/Concentration	Select New Major/Concentration	
	Select Major/Concentration Sociology, Sociology CONCENTRATION, BA.	Select Major/Concentration	5
N	Najor Code	Major Code	

### The Major Code will populate upon selection

Change Additional Major/Concentration	
Select Current Major/Concentration	Select New Major/Concentration
Sociology, Sociology CONCENTRATION, BA.	Select Major/Concentration
Major Code 37SOCIUBA2	Major Code

#### <u>Step 4:</u>

### Click on the New Major / Concentration drop-down button

Change Ad	dditional Major/Concentration			
Select Currer	nt Major/Concentration		Select New Major/Concentration	_
Sociology, Soc	iology CONCENTRATION, BA.	~	Select Major/Concentration	~
Major Code	37SOCIUBA2		Major Code	

### <u>Step 5:</u>

Select the appropriate option



	Select Major/Concentration American Studies, BA
Change Additional Major/Concentration	Anthropology, BA.
	Art, Art History Concentration, BA.
Select Current Major/Concentration	Art, BA.
Select Current Major/Concentration	Art, Ceramics Concentration, BFA.
Socialamy Socialamy CONCENTRATION RA	Art, Creative Photography Concentration, BFA.
Sociology, Sociology CONCENTRATION, BA.	Art, Creative Photography and Experimental Media Concentration, BFA.
	Art, Drawing and Painting Concentration, BFA. Art, Entertainment Art/Animation Concentration, BFA.
	Art, Environmental Design Concentration, BFA.
lajor Code 37SOCIUBA2	Art, Graphic Design Concentration, BFA.
	Art, Graphic and Interactive Design Concentration, BFA.
	Art, Illustration Concentration, BFA.
	Art, Jewelry and Metalsmithing Concentration, BFA.
	Art, Sculpture Concentration, BFA.
Deep Additional Maior/Consectation	Art, Studio Concentration, BA.
Drop Additional Major/Concentration	Art, Teaching Concentration, BA.
	Art,BFA.
	Biochemistry, BS.
	Biological Science, BS.
	Biological Science, Cell and Developmental Biology Concentration, BS.
	Biological Science, Ecology and Evolutionary Biology Concentration, BS.
	Biological Science, Marine Biology Concentration, BS.
	Biological Science, Molecular Biology and Biotechnology Concentration, BS.
	Biological Science, Plant Biology Concentration, BS.
	Business Administration, Accounting Concentration, BA. Business Administration, Accounting and Business Analytics Concentration, BA.
	Business Administration, Accounting and Business Analytics Concentration, BA.
	Dusiness Aufimistration, DA.

### The Major Code will populate upon selection

Change Additional Major/Concentration					
Select Currer	nt Major/Concentration	Select New Major/Concentration			
Sociology, Soci	iology CONCENTRATION, BA.	Biochemistry, BS.	<b>~</b>		
Major Code	37SOCIUBA2	Major Code 66BCHMPBS2			
5.					

- If you have additional changes you would like to make, go to the appropriate section to expand the instructions and follow accordingly.
  - If you do not have any additional changes to make, scroll down to the **Student Signature** section and follow the instructions accordingly.

## Drop Additional Major / Concentration

### <u>Step 1:</u>



### Check the Drop Additional Major / Concentration checkbox

rop Additional Major/Concentration	Select Major/Concentration To Drop	
	Select Major/Concentration Major Code	~
•		

#### <u>Step 2:</u>

.

### Click on the Major / Concentration To Drop drop-down button

☑ Drop Additional Major/Concentration		Select Major/Concentration To Drop		
		Select Major/Concentration	$\checkmark$	
		Major Code		

### <u>Step 3:</u>

T.

#### Select the appropriate option

	☑ Drop Additional Major/Concentration		Select Major/Concentration To Drop
		Select Major/Co Sociology, Soci	Select Major/Concentration Sociology, Sociology CONCENTRATION, BA.
		Major Code	

### The Major Code will populate upon selection

Drop Additional Major/Concentration	Select Major/Concentration To Drop Sociology, Sociology CONCENTRATION, BA.	
	Major Code 37SOCIUBA2	

- If you have additional changes you would like to make, go to the appropriate section to expand the instructions and follow accordingly.
  - If you do not have any additional changes to make, scroll down to the Student Signature section and follow the instructions accordingly.

### Minor

### Click on the (C) Minor tab

Student Information	MINOR		
(A)Change Current Major/Concentration To New	Please note: If you currently have a major that is forms MUST be submitted at the same time for pr	the same as the minor you are attempting to add/change, ocessing.	both major
(B)Additional Major (s)/Concentration	□ Declare a minor	Select Minor	
(C) Minor		Minor Code	
(D) Certificate	Add a second or a third minor	Select Minor	
Student Signature		Minor Code	
	□ Drop a minor	Select Minor	
		Minor Code	
	Change Current Minor		
	Select Current Minor	Select New Minor	
	Select Minor	Select Minor	
	Minor Code	Minor Code	

### Declare a minor

#### <u>Step 1:</u>

Click on the **Declare a minor** checkbox

Student Information	MINOR	
(A)Change Current Major/Concentration To New	Please note: If you currently have a major that is the same as the forms MUST be submitted at the same time for processing.	e minor you are attempting to add/change, both major and minor
(B)Additional Major (s)/Concentration	Declare a minor	Select Minor
(C) Minor	T	Minor Code
(D) Certificate	Add a second or a third minor	Select Minor
Student Signature		Minor Code
	□ Drop a minor	Select Minor
		Minor Code
	Change Current Minor	
	Select Current Minor	Select New Minor
	Select Minor	Select Minor
	Minor Code	Minor Code
Submit		

### <u>Step 2:</u>

### Click on the Select Minor drop-down button

Student Information	MINOR	
(A)Change Current Major/Concentration To New	Please note: If you currently have a major that is the same as th forms MUST be submitted at the same time for processing.	e minor you are attempting to add/change, both major and mino
(B)Additional Major (s)/Concentration	☑ Declare a minor	Select Minor
(C) Minor		Minor Code
(D) Certificate	☐ Add a second or a third minor	Select Minor
Student Signature		Minor Code
	□ Drop a minor	Select Minor
		Minor Code
	Change Current Minor	
	Select Current Minor	Select New Minor
	Select Minor	Select Minor
	Minor Code	Minor Code



### <u>Step 3:</u>

Select appropriate option

tudent Information	MINOR	
A)Change Current lajor/Concentration o New	Please note: If you currently have a major that is the same as the mino forms MUST be submitted at the same time for processing.	or you are attempting to add/change, both major and mi
3)Additional Major s)/Concentration	Adole	t Minor scent Development Minor tisina Minor
C) Minor	Africa Aging Ameri	n American Studies Minor Studies Minor ican Studies Minor
D) Certificate	Add a second or a third minor	opology Minor inor American Studies Minor
tudent Signature	Asian Biotec Busis	Studies Minor chnology Minor ess Administration Minor
	Drop a minor Chem Chica Child Child Child	ess Administration Minor and Molecular Biology Minor istry Minor no Studies Minor and Adolescent Development Minor se Minor lan Studies Minor
	Comm Comp	na and Television Arts Minor nunication Studies Minor arative Literature Minor
	Select Current Minor Creati	outer Science Minor ive Writing Minor nal Justice Minor
	Select Minor Control Econo	sh Minor
	Entre	preneurship Minor onmental Biology Minor Chudica Minor

The Minor Code will populate upon selection



		1026363
Student Information	MINOR	
(A)Change Current Major/Concentration To New	Please note: If you currently have a major that is the same as t forms MUST be submitted at the same time for processing.	he minor you are attempting to add/change, both major and minor
(B)Additional Major (s)/Concentration	☑ Declare a minor	Cinema and Television Arts Minor
(C) Minor	$\rightarrow$	Minor Code 29CTVAUMIN
(D) Certificate	☐ Add a second or a third minor	Select Minor
Student Signature		Minor Code
	□ Drop a minor	Select Minor
		Minor Code
	Change Current Minor	
	Select Current Minor	Select New Minor
	Select Minor	Select Minor
	Minor Code	Minor Code

- If you have additional changes you would like to make, go to the appropriate section to expand the instructions and follow accordingly.
  - If you do not have any additional changes to make, scroll down to the **Student Signature** section and follow the instructions accordingly.

## Add a Second or Third Minor

#### <u>Step 1:</u>

Check the Add a second or a third minor checkbox



Add a second or a third minor	Select Minor	~
<b>^</b>	Minor Code	
Drop a minor	Select Minor	~
	Minor Code	
Change Current Minor		
Select Current Minor	Select New Minor	
Select Minor	Select Minor	~
Minor Code	Minor Code	

### <u>Step 2:</u>

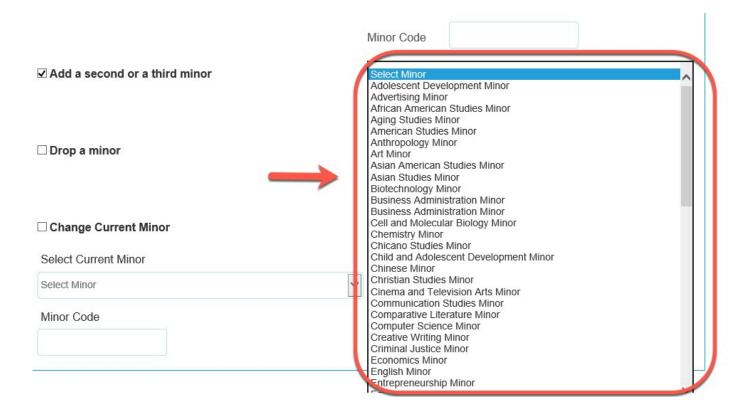
### Click the Select Minor drop-down button

✓ Add a second or a third minor	Select Minor
	Minor Code
□ Drop a minor	Select Minor
	Minor Code
Change Current Minor	
Select Current Minor	Select New Minor
Select Minor	Select Minor
Minor Code	Minor Code

### <u>Step 3:</u>



#### Select the appropriate Minor Code



#### The Minor Code field will populate upon selection

✓ Add a second or a third minor	Marketing Minor		~
(	Minor Code	42MKTGUMIN	

- If you have additional changes you would like to make, go to the appropriate section to expand the instructions and follow accordingly.
  - If you do not have any additional changes to make, scroll down to the **Student Signature** section and follow the instructions accordingly.

### **Drop** a Minor

#### Step 1:



### Click on the **Drop a minor** checkbox

Select Minor	~
Minor Code	
Select Minor	$\checkmark$
Minor Code	
Select New Minor	
Select Minor	~
Minor Code	
	Minor Code Select Minor Minor Code Select New Minor Select New Minor Select Minor

### <u>Step 2:</u>

#### Click on the Select Minor drop-down button

	Minor Code	_
☑ Drop a minor	Select Minor	
	Minor Code	<b></b>
Change Current Minor		
Select Current Minor	Select New Minor	
Select Minor	Select Minor	$\sim$
Minor Code	Minor Code	1

#### <u>Step 3:</u>

#### Select the appropriate option

☑ Drop a minor	Select Minor Music Minor	
	Minor Code	
Change Current Minor		
Select Current Minor	Select New Minor	
Select Minor	Select Minor	$\checkmark$
Minor Code	Mir	nor Code

#### The **Minor Code** field will populate upon selection

☑ Drop a minor	Music Minor	~
	Minor Code 26MUSIUMIN	
Change Current Minor		
Select Current Minor	Select New Minor	
Select Minor	Select Minor	~
Minor Code	Minor Code	

- If you have additional changes you would like to make, go to the appropriate section to expand the instructions and follow accordingly.
  - If you do not have any additional changes to make, scroll down to the **Student Signature** section and follow the instructions accordingly.



## **Change Current Minor**

#### <u>Step 1:</u>

#### Click on the Change Current Minor checkbox

☐ Add a second or a third minor	Select Minor	$\checkmark$
	Minor Code	
□ Drop a minor	Select Minor	$\checkmark$
	Minor Code	
Change Current Minor		
elect Current Minor	Select New Minor	
elect Minor	Select Minor	~
Minor Code	Minor Code	

#### <u>Step 2:</u>

### Click on the Select Current Minor drop-down button

Change Current Minor		
Select Current Minor	Select New Minor	
Select Minor	Select Minor	~
Minor Code	Minor Code	

#### <u>Step 3:</u>

Select appropriate option



Change Current Minor	
Select Current Minor	Select New Minor
Select Minor Music Minor	
Minor Code	Minor Code

### The Minor Code field will populate upon selection

#### Change Current Minor

Select Current Minor	Select New Minor	
Music Minor	Select Minor	~
Minor Code	Minor Code	
26MUSIUMIN		

#### Step 4:

#### Click on the Select New Minor drop-down button

#### Change Current Minor

Select Current Minor	Select Ne	w Minor	_
Music Minor	Select Mine	Dr	~
Minor Code		Minor Code	
26MUSIUMIN			T

### <u>Step 5:</u>

Select appropriate option



□ Add a second or a third minor	effect Minor
Drop a minor	Select Minor Adolescent Development Minor Advertising Minor African American Studies Minor Aging Studies Minor American Studies Minor Anthropology Minor Art Minor Asian American Studies Minor Asian Studies Minor
Change Current Minor Select Current Minor	Biotechnology Minor Business Administration Minor Business Administration Minor Cell and Molecular Biology Minor Chemistry Minor Chicano Studies Minor
Music Minor	Child and Adolescent Development Minor Chinese Minor
Minor Code 26MUSIUMIN	Christian Studies Minor Cinema and Television Arts Minor Communication Studies Minor Comparative Literature Minor Computer Science Minor Computer Science Minor
	Creative Writing Minor Criminal Justice Minor Economics Minor English Minor Entrepreneurship Minor Environmental Biology Minor

#### The Minor Code field will populate upon selection

#### Change Current Minor

Select Current Minor	Select New	Minor	
Music Minor	Political Scient	ce Minor	~
Minor Code		Minor Code	1
26MUSIUMIN		37POSCUMIN	

- If you have additional changes you would like to make, go to the appropriate section to expand the instructions and follow accordingly.
  - If you do not have any additional changes to make, scroll down to the **Student Signature** section and follow the instructions accordingly.

## Certificates

### Click on the (D) Certificates tab

			Case ID
	To know more about the University F	Policy Statement: Click Here	1026363
Student Information	CERTIFICATE		
(A)Change Current Major/Concentration	Declare a certificate	Select Certificate	V
To New			
(B)Additional Major		Certificate Code	
(s)/Concentration	□ Drop a certificate	Select Certificate	~
(C) Minor		Certificate Code	

### **Declare a Certificate**

#### <u>Step 1:</u>

Click on the **Declare a certificate** checkbox





#### **Undergraduate Major & Minor Change**

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To know more about the University F	Policy Statement: Click Here	Case ID
		1026363
Student Information		
(A)Change Current Major/Concentration To New	Select Certificate	~
(B)Additional Major (s)/Concentration	Certificate Code	✓
(C) Minor	Certificate Code	
(D) Certificate		
Student Signature		
Submit		

#### <u>Step 2:</u>

#### Click on the Select Certificate drop-down button

			Case ID
	To know more about the University Po	licy Statement: <u>Click Here</u>	1026363
tudent Information			
	CERTIFICATE		
A)Change Current lajor/Concentration	✓ Declare a certificate	Select Certificate	
o New			Ľ
3)Additional Major		Certificate Code	
s)/Concentration	□ Drop a certificate	Select Certificate	[
C) Minor		Select Certificate	
		Outforth Out	
		Certificate Code	



### <u>Step 3:</u>

### Select the appropriate option

	To know more about the University Policy Statement: Click Here		Case ID
	To know more about the University Policy Staten	Ient. <u>Chick Here</u>	1026363
Student Information	CERTIFICATE		
A)Change Current	☑ Declare a certificate	Select Certificate Digital Communications Media, CP Forensic Anthrpology, CRT.	
B)Additional Major s)/Concentration	□ Drop a certificate	Geographic Information Systems, Geospatial Technologies, CRT. Personal Financial Planning, CRT. Photocommunications, CRT. Radio-Audio, CRT.	
C) Minor		Spanish for Hispanic Media,CRT. Teaching English to Speakers of Translation: Spanish to English / I	Other Languages, CRT.

#### The **Certificate Code** field will populate upon selection

CERTIFICATE		
☑ Declare a certificate	Forensic Anthropology, CRT.	~
	Certificate Code 26FANTDUBA2	
□ Drop a certificate		~
	Certificate Code	



- If you have additional changes you would like to make, go to the appropriate section to expand the instructions and follow accordingly.
- If you do not have any additional changes to make, scroll down to the **Student Signature** section and follow the instructions accordingly.

### **Drop a Certificate**

#### <u>Step 1:</u>

Click the **Drop a certificate** checkbox

Student Information CERTIFICATE		
(A)Change Current Major/Concentration	Select Certificate	
(B)Additional Major	Certificate Code	
(s)/Concentration	Select Certificate	
(D) Certificate	Certificate Code	
Student Signature		

#### <u>Step 2:</u>

Click on the Select Certificate drop-down button



CERTI	FICATE		
(A)Change Current			
	lare a certificate	Select Certificate	
To New			
(B)Additional Major		Certificate Code	
(s)/Concentration			
	o a certificate	Select Certificate	
(C) Minor			
D) Certificate		Certificate Code	
Student Signature			

### <u>Step 3:</u>

#### Select the appropriate option

Student Information	CERTIFICATE		
(A)Change Current Major/Concentration To New	□ Declare a certificate	Select Certificate	~
(B)Additional Major(s)/Concentration	✓ Drop a certificate	Certificate Code	v
(C) Minor	$\rightarrow$	Select Certificate Personal Financial Planning,CRT.	٦
(D) Certificate			
Student Signature			

The **Certificate Code** field will populate upon selection



#### CERTIFICATE

□ Declare a certificate		~
	Certificate Code	
✓ Drop a certificate	Forensic Anthropology,	~
	Certificate Code 26FANTDUBA2	

- If you have additional changes you would like to make, go to the appropriate section to expand the instructions and follow accordingly.
  - If you do not have any additional changes to make, scroll down to the Student Signature section and follow the instructions accordingly.

## **Student Signature**

#### Click on the Student Signature tab

Student Information (A)Change Current	STUDENT SIGNATURE			
Major/Concentration To New		t major and were previously undecided, cha or all other changes of majors and minors, to be date Records processes the request		
(B)Additional Major (s)/Concentration		onfirm is true and submitted to the best of my al	pility.	
(C) Minor	* Signature:	* Date:		
(D) Certificate		2020-09-17		
Student Signature	Comments:			

### Read the note below the **Student Signature** header

Student Information	STUDENT SIGNATURE Note: If you are declaring your first major and were previously undecided, changing your concentration, or adding your first minor, these require no fee. For all other changes of majors and minors, the \$10 charge will be added to your CSUF	
(A)Change Current Major/Concentration To New		
(B)Additional Major (s)/Concentration	account to be paid two weeks from the date Records processes the request.     I am submitting this form which I confirm is true and submitted to the best of my ability.	
(C) Minor	* Signature:	* Date:
(D) Certificate		2020-09-17
Student Signature	Comments:	
		^
		~

#### <u>Step 1:</u>

Click on the checkbox to verify the information you are submitting is true

Student Information	STUDENT SIGNATURE	
(A)Change Current Major/Concentration To New	Note: If you are declaring your first major and were previously undecided, changing your first minor, these require no fee. For all other changes of majors and minors, the \$10 charges account to be paid two weeks from the date Records processes the request.	
(B)Additional Major (s)/Concentration	account to be paid two weeks from the date records processes the request.	
(C) Minor	* Date:	
(D) Certificate	2020-09-17	
Student Signature	Comments:	
		$\sim$

Upon checking the box, your Signature will be populated

Student Information	STUDENT SIGNATURE		
(A)Change Current Major/Concentration To New		nd were previously undecided, changing you or changes of majors and minors, the \$10 cha perde processes the provide	
(B)Additional Major (s)/Concentration	<ul> <li>☑ I am submitting this form which I confirm is tr</li> </ul>		
(C) Minor	* Signature:	* Date:	
(D) Certificate	Jane Foster	2020-09-17	
Student Signature	Cos pents:		
			$\sim$

#### <u>Step 2:</u>

Leave any additional comments in the **Comments** field

Student Information	STUDENT SIGNATURE	
(A)Change Current Major/Concentration To New	first minor, these require no fee. For all other changes of n	usly undecided, changing your concentration, or adding your najors and minors, the \$10 charge will be added to your CSUF
(B)Additional Major (s)/Concentration	I am submitting this form which I confirm is true and submitted to the best of my ability.	
(C) Minor	* Signature:	* Date:
(D) Certificate	Jane Foster	2020-09-17
Student Signature	Comments:	
$\rightarrow$		

### <u>Step 3:</u>

When you are ready to submit, click on the **Submit** button

STUDENT SIGNATURE	
first minor, these require no fee. Fo	major and were previously undecided, changing your concentration, or adding your r all other changes of majors and minors, the \$10 charge will be added to your CSUF a date Records processes the request.
☑ I am submitting this form which I confirm is true and submitted to the best of my ability.	
* Signature:	* Date:
Jane Foster	2020-09-17
Comments:	
	^
	~
	Note: If you are declaring your first first minor, these require no fee. Fo account to be paid two weeks from the I am submitting this form which I con * Signature: Jane Foster

#### The screen will refresh to a confirmation page



Thank you for submitting the undergraduate change of academic form

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## **Need More Help?**

For questions or assistance, please contact the IT Help Desk at:

helpdesk@fullerton.edu

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