

Change of Major/Minor/Concentration Request Form Instructions

1. Check the box to acknowledge you have met with the department chair(s)/program director(s) to discuss your requested change(s) of Major/Minor/Concentration. (Please Note: PCSB students must take a declaration session first.)

* = required field



Change of Major/Minor/Concentration Request Form

You are responsible for scheduling an appointment with the department chair(s)/program director(s) to discuss your requested change(s) of Major/Minor/Concentration. A decision will only be made after you have met with a department chair/program chair.

Please check to acknowledge the above statement to continue. 

Please Note: For specific information on the process to change a business major/minor, see the PCSB website [here](#).

2. If you are a student athlete, use the drop-down menu next to “Student-Athlete” to select “ATH_COORD”.
3. If you are an international student, use the drop-down menu next to “U.S. Citizen” to select “INT_COORD”.

* = required field



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Please check to acknowledge the above statement to continue. 

Please Note: For specific information on the process to change a business major/minor, see the PCSB website [here](#).

STUDENT INFORMATION

Last Name: First Name: Banner ID:

Class Year: Email:

Major 1: Major 2: Major 3:

Minor 1: Minor 2: Minor 3:

Conc 1: Conc 2: Conc 3:

Student-Athlete: If Student-Athlete, must select drop box: 

U.S. Citizen: If International student, must select drop box: 

4. Under **Instructions** select any additions of major(s)/minor(s)/concentration(s) you wish to add. Then add your current programs and indicate if you wish to retain or delete.

INSTRUCTIONS:

Step 1: You must indicate your intent to retain or delete each of your current major(s)/minor(s)/concentration(s), listed above.

Step 2: Indicate your intent to add new major(s)/minor(s)/concentration(s).

Major/Minor/Concentration 1: Actions:

Major/Minor/Concentration 2: Actions:

Major/Minor/Concentration 3: Actions:

Check Box for Additional Add/Drop Changes 2:

Check Box for Additional Add/Drop Changes 3: 

Check Box for Additional Add/Drop Changes 4:

Student Signature _____ Date _____

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5. Click on the yellow box that says “(click to sign)” to sign and date the form.

INSTRUCTIONS:

Step 1: You must indicate your intent to retain or delete each of your current major(s)/minor(s)/concentration(s), listed above.

Step 2: Indicate your intent to add new major(s)/minor(s)/concentration(s).

Major/Minor/Concentration 1: * ACCOUNTANCY Actions: * Add New Major

Major/Minor/Concentration 2: * HISTORY Actions: * Delete Major

Major/Minor/Concentration 3: * UNDECLARED Actions: * Delete Minor

Check Box for Additional Add/Drop Changes 2:

Check Box for Additional Add/Drop Changes 3:

Check Box for Additional Add/Drop Changes 4:

(click to sign) Date

Student Signature

6. Sign your name exactly as it appears in the electronic signature box.

Sign electronically

Please read the [Disclosure / Consent](#) before you sign your form electronically.

Typing your name exactly as it appears below signifies you are completing this form using an electronic signature. By signing electronically, you are certifying that you have read and understand the Disclosure/Consent and agree to electronically sign. You also agree to receive required disclosures or other communications related to this transaction electronically.

To continue with the electronic signature process, please enter your name and click the "Sign Electronically" button to save your information and submit your electronic signature.

If you would like to opt out of electronic signature, please click the "Opt out and print" link below to save your information and print a local copy for your signature.

[Opt out and print](#)

INSTRUCTIONS:

Step 1: You must indicate your intent to retain or delete each of your current major(s)/minor(s)/concentration(s), listed above.

Step 2: Indicate your intent to add new major(s)/minor(s)/concentration(s).

Major/Minor/Concentration 1: * ACCOUNTANCY Actions: * Add New Major

Major/Minor/Concentration 2: * HISTORY Actions: * Delete Major

Major/Minor/Concentration 3: * UNDECLARED Actions: * Delete Minor

Check Box for Additional Add/Drop Changes 2:

Check Box for Additional Add/Drop Changes 3:

Check Box for Additional Add/Drop Changes 4:

...3137353536 Date

Student Signature

Your Signature and Date will appear here.

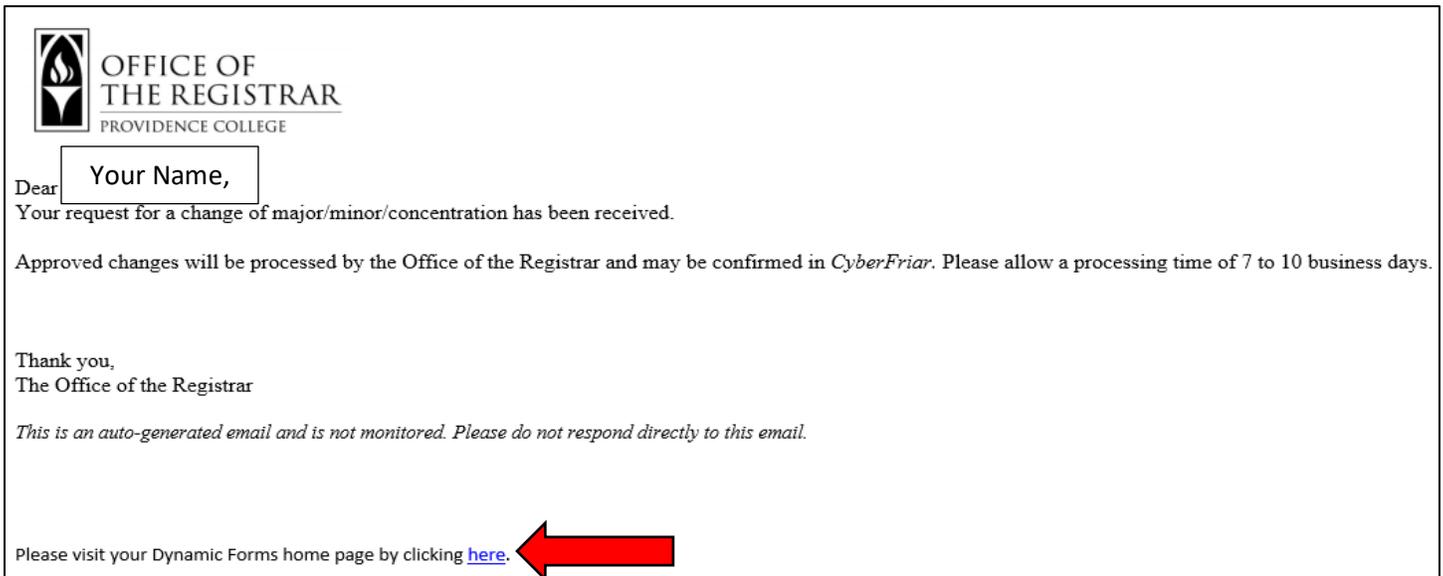
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- After you have electronically signed and dated the form, click “Submit Form” to submit the form.
- You can then click “View Form PDF” to save a PDF for your records.

Submit Form



- Once all signatures have been submitted by the department chair(s)/program director(s), and if applicable the athletic coordinator and/or the international director, you will receive an email with the subject of “[External] Change of Major/Minor/Concentration Request Form for Your Name”.



- The Office of the Registrar will process your Major/Minor/Concentration change within 7-10 business days, the changes can be viewed in *CyberFriar*, as well as your assigned Advisor, if applicable.
- You can bookmark the above link, to view your previously submitted forms. View the PDF of your previously submitted Change of Major/Minor/Concentration Request to view your assigned Advisor, if applicable.