

Instructions for Letters and Science Students Changing Majors or Adding a Major

Use this form if you are a student in the College of Letters or Science and are

- Changing your major to another L&S major or
- Changing your emphasis in a L&S major or
- Changing to undeclared or
- Adding a second (or third, etc.) L&S major.

Do not use this form

- If you are a College of Engineering or a College Creative Studies student changing or adding a major in your college (see your college advising office for the correct form).
- If you are changing colleges or adding a second (or third, etc.) major not in your current college (see the Office of the Registrar's Undergraduate Petition for Change of College or Dual College form).

1. Contact the department advisor for your intended major to discuss the department's change of major process. Depending on your situation, the advisor may schedule a follow-up appointment.

2. Fill out the Student Information section of the form, making sure all the information is accurate and complete.

3. Meet with the undergraduate advisor(s) in the proposed major(s) department(s) to discuss your interest in the major. The department advisor will help you complete the "Proposed Change" section of the form and submit the form to the department chair for approval.

4. If you are changing from one L&S major to another and have completed fewer than 135 units, the major department will forward the petition to the Registrar or have you take the petition to the Office of the Registrar (1105 SAASB).

5. If you have

- completed 135 or more units,
- are adding a second (third, etc.) major,
- or are changing to undeclared,

the major department will forward the form to the College of Letters and Science or have you take the form to the College, 1117 Cheadle Hall, for the Dean's approval.

6. If you are only dropping a second (or third, etc.) major, you do not need the department's or dean's signature. Just complete the form and bring it to the Office of the Registrar.