

# California State University, Los Angeles

## Request for New Undergraduate Major or Minor

Received On:

CIN \_\_\_\_\_

NAME \_\_\_\_\_  
(last name) (first name)

SIGNATURE \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_ (W) Ph # \_\_\_\_\_

E-MAIL \_\_\_\_\_ (H) Ph # \_\_\_\_\_

**Instructions:** To change your undergraduate major or minor you must be enrolled during the term you submit the form. **For all Undergraduate Change of Major or Minor requests, complete Section I.** Clearly identify your college, degree objective when appropriate and enter your new major or minor name on the line provided. A Minor must be in a subject matter different than your major. Obtain approval of the new major/minor department. Return completed, approved form to Records, Adm 409.

*Example:  
Fall '13, Win '14*

**NOTE:** If you have applied for graduation **PRIOR** to submitting this form, please indicate the term you applied for here: If so, does this request match the major listed on your graduation application?  **Yes**  **No**

For **MULTIPLE/DUAL MAJOR** requests, complete Section II before submitting to Records, ADM 409.

**SECTION I – NEW MAJOR OR MINOR INFORMATION**

Select College:  **AL**     **BE**     **ED**     **ET**     **HHS**     **NSS**     **UN**

Check appropriate box(es), enter new major or minor code on line provided and obtain approval from department.

- |  |                              |
|--|------------------------------|
| <input type="checkbox"/> First bachelor's degree                           | <input type="checkbox"/> BA  |
| <input type="checkbox"/> Second bachelor's degree                          | <input type="checkbox"/> BS  |
| <input type="checkbox"/> Change/Add Option <b>ONLY</b>                     | <input type="checkbox"/> BM  |
| <input type="checkbox"/> Multiple/Dual major (complete <b>SECTION II</b> ) | <input type="checkbox"/> BVE |
| <i>*requires current, dual major and Grad office approval (below)</i>      |                              |
| <input type="checkbox"/> Minor   |                              |

Date \_\_\_\_\_

**New Major/Minor dept approval REQUIRED**

⇒ **New Major/Minor** \_\_\_\_\_ **Option:** \_\_\_\_\_  
PLEASE USE MAJOR/MINOR CODES (ACCT, HIST, ART, NURS, BIOC, PHIL, EE, CRIM, ETC.) (If appropriate)

**SECTION II – MULTIPLE/DUAL MAJORS**

Current and new major department(s) approval required. Graduation approval required prior to submitting form.

Multiple majors leading to the degree(s) **must be completed in the same term**. Students who wish to have multiple majors and/or degrees listed on their diploma and transcript must:

Fulfill department/division/college requirements in the multiple majors and/or degrees; file a request endorsed by the multiple departments, divisions, and/or colleges; and be approved and recommended for graduation by the faculty of each major department, division or college granting the majors and/or degrees.

Dept Approval \_\_\_\_\_ DATE \_\_\_\_\_

*(Current major department approval – REQUIRED)*

New Major: \_\_\_\_\_

Dept Approval \_\_\_\_\_ DATE \_\_\_\_\_

*(Multiple/Dual major department approval – REQUIRED)*

DATE \_\_\_\_\_

*(Graduation Office approval – REQUIRED)*

\*\*\*FOR REGISTRAR OFFICE USE ONLY – DO NOT MARK BELOW THIS LINE\*\*\*

Update by \_\_\_\_\_

College \_\_\_\_\_ Degree \_\_\_\_\_ Major \_\_\_\_\_ Option \_\_\_\_\_

PRGC     PLNC    Term \_\_\_\_\_

DATE ENTERED: