Change of Major – Program of Study

eForm Tutorial for Students
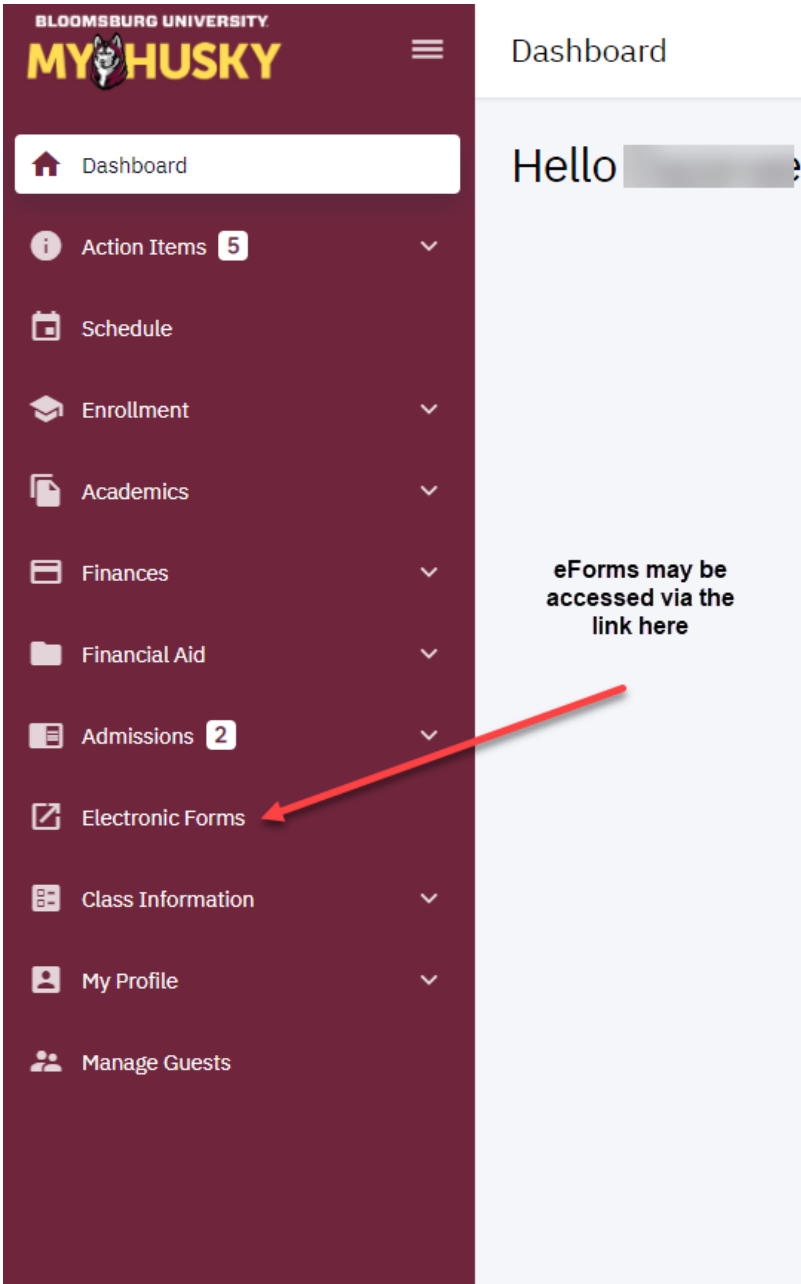
Dashboard

BLOOMSBURG UNIVERSITY
MY HUSKY

- Dashboard
- Action Items **5**
- Schedule
- Enrollment
- Academics
- Finances
- Financial Aid
- Admissions **2**
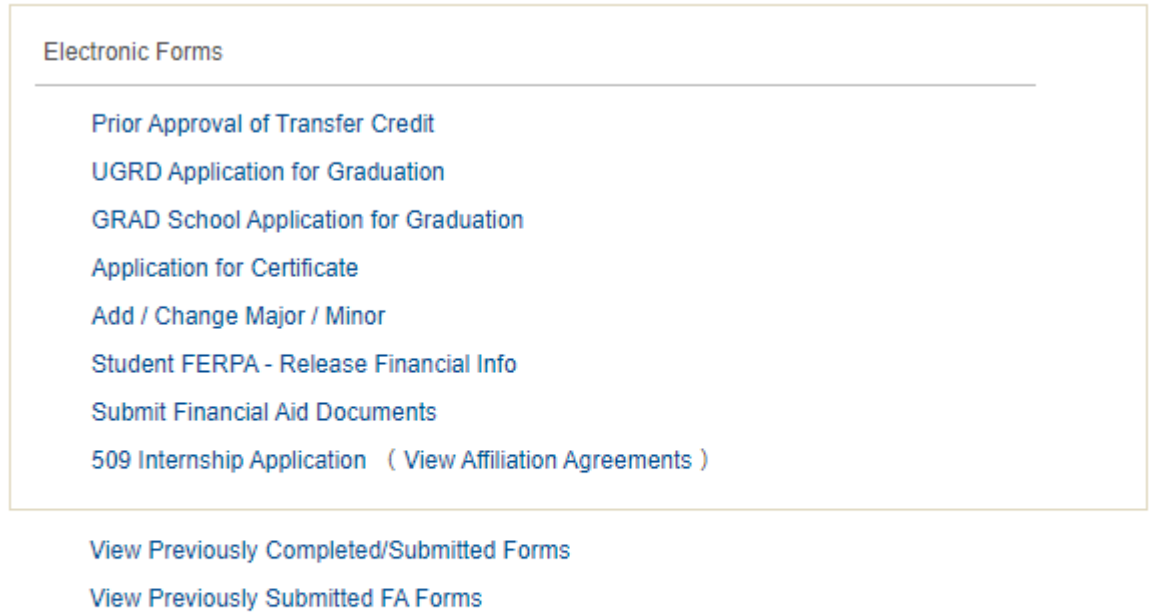- Electronic Forms
- Class Information
- My Profile
- Manage Guests

Hello

eForms may be accessed via the link here

Click on the link to start a form:

Electronic Forms

Prior Approval of Transfer Credit

UGRD Application for Graduation

GRAD School Application for Graduation

Application for Certificate

Add / Change Major / Minor

Student FERPA - Release Financial Info

Submit Financial Aid Documents

509 Internship Application   (View Affiliation Agreements)

View Previously Completed/Submitted Forms

View Previously Submitted FA Forms

Electronic Forms

Prior Approval of Transfer Credit

Add/Change a Major or Minor

UGRD Application for Graduation

View Previously Completed/Submitted Forms

Click Add/Change a Major or Minor to begin a form.

Click here to view previously submitted forms

Current Date 01/10/2017

Name **John Smith**   Empl ID **987654**

Student Email **js12345@huskies.bloomu.edu**   Student Phone **012-345-6789**

Upon logging into the form current student information will be populated

CURRENT MAJOR/S MINOR/S

	Type	Plan		Plan Description	Subplan		Subplan D
1	Major	BIO-BS		Biology BS	BIOENV-BS		Environme
2	Major	ENGLISH-BA		English BA			
3	Minor	SPANISH-M		Spanish Minor			

To CHANGE a Major Follow These Steps:

WHAT DO YOU WANT TO DO?

Only one change type per request.

1. Choose YES from the drop down for Change a Major

1. Change a Major: Yes

2. *Select a Major to Add: CHEM-BS 🔍 Chemistry BS

2. Choose the major you wish to declare from "Select a Major to Add". Click the magnifying glass to access the drop down list of available majors

3. Academic Sub-Plan: CHEMNAN-BS 🔍 Nanotechnology

3. If the major you wish to declare has tracks you will be prompted to choose the sub plan. Click on the magnifying glass to access the sub plan drop down list

4. *Select a Major to Drop: BIO-BS Biology BS

4. Choose the major you wish to drop from "Select a Major to Drop". This field will populate with all majors you are currently enrolled in. If you are enrolled in mulitple majors and wish to drop more than one you must submit a form for each one you wish to drop.

5. Select a Sub Plan to Drop: BIOENV-BS Environmental Biology

5. Choose the sub plan you wish to drop from "Select a Sub Plan to Drop". This field will populate with any sub plan you are currently enrolled in.

GRADUATING THIS SEMESTER

6. *Graduating This Semester: No

6. If you are graduating at the end of the semester in which you are submitting the form choose YES. Otherwise choose NO.

ACTION ITEMS

7.

	Message Text	Description
1	☐ Restricted Major	I understand the major selected needs to be approved by the department, and that the eform will be routed to the department for approval before any changes are made to my record.

7. If the major you wish to declare is a restricted major you will be prompted to read this message and click the box to acknowledge you understand the terms of declaring a restricted major.

▶ COMMENTS

8

🔍 Search   ⇨ Submit   **8. Click Submit**

Change a Major – Use this to change your current major to something new.

Students attempting to declare a restricted major (one that requires permission prior to enrollment) should contact that department directly for information on the departments requirements for acceptance after submitting their request. In some cases this will be a lengthy process taking up to or more than a semester to complete. Students will receive notification via their Husky email account once a decision has been made by the department.

WHAT DO YOU WANT TO DO?

TO ADD A MAJOR FOLLOW THESE STEPS:

Only one change type per request.

1. Choose YES from the drop down for Add a Major

1 Add a Major: Yes

2. Choose the major you wish to declare from "Select a Major to Add". Click the magnifying glass to access the drop down list of available majors

2 *Select a Major to Add: CHEM-BS 🔍 Chemistry BS

3. If the major you wish to declare has tracks you will be prompted to choose the sub plan. Click on the magnifying glass to access the sub plan drop down list

3 Academic Sub-Plan: CHEMNAN-BS 🔍 Nanotechnology

GRADUATING THIS SEMESTER

4 *Graduating This Semester:

4. If you are graduating at the end of the semester you are submitting the form in choose YES. Otherwise Choose NO.

ACTION ITEMS

		Message Text	Description
5	1	☐ Restricted Major	I understand the major selected needs to be approved by the department, and that the eform will be routed to the department for approval before any changes are made to my record.

5. If the major you wish to declare is a restricted major you will be prompted to read this message and click the box to acknowledge you understand the terms of declaring a restricted major.

▶ COMMENTS

6

🔍 Search ⇨ Submit

6. Click Submit

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Close ⊗

Add a Major – use this if you would like to keep your current major <u>and</u> declare a SECOND major.

Students attempting to declare a restricted major (one that requires permission prior to enrollment) should contact that department directly for information on the departments requirements for acceptance after submitting their request. In some cases this will be a lengthy process taking up to or more than a semester to complete. Students will receive notification via their Husky email account once a decision has been made by the department.

DROP A MAJOR is available to only those students enrolled in MORE THAN ONE MAJOR.
TO DROP A MAJOR FOLLOW THESE STEPS:

WHAT DO YOU WANT TO DO?

Only one change type per request.

1. **Choose YES from the drop down for Drop a Major**

1 Drop a Major: [Yes ▼]

2. **Choose the major you wish to drop from "Select a Major to Drop". This field will populate with all majors you are currently enrolled in.** If you are enrolled in mulitple majors and wish to drop more than one you must submit a form for each one you wish to drop.

2 *Select a Major to Drop: [BIO-BS ▼]   Biology BS

3 Select a Sub Plan to Drop: [BIOMOLE-BS ▼]   Molecular Biology

3. **Choose the sub plan you wish to drop from "Select a Sub Plan to Drop". This field will populate with any sub plan you are currently enrolled in.**

GRADUATING THIS SEMESTER

4 *Graduating This Semester: [▼]

4. **If you are graduating at the end of the semester in which you are submitting the form choose YES. Otherwise Choose NO.**

▶ COMMENTS

5

[🔍 Search]   [⇨ Submit]   5. **Click Submit**

Drop a Major – Use this if you are a double major and would like to drop one of your current majors.

Students enrolled in only one major will NOT have the option to Drop a Major. This option is only available to those students who are currently enrolled in more than one major.

TO ADD A MINOR FOLLOW THESE STEPS:

WHAT DO YOU WANT TO DO?

Only one change type per request.

1. Choose YES from the drop down for Add a Minor

1   Add a Minor: Yes ▼

2. Choose the minor you wish to declare from "Select a Minor to Add". Click the magnifying glass to access the drop down list of available minors

2 *Select a Minor to Add: ANTHRO-M   🔍 Anthropology Minor

GRADUATING THIS SEMESTER

3 *Graduating This Semester: [▼]
                                No
                                Yes

3. If you are graduating at the end of the semester in which you are submitting the form choose YES. Otherwise Choose NO.

▶ COMMENTS

4   🔍 Search   ➡ Submit

4. Click Submit

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Close ⊗

Add a Minor – Use this if you want to add a new minor to your record.

Students attempting to Add a Minor will receive notification via their Husky email account once the department has made a decision on the request. Students should contact the department directly for more information on requirements for admission to their minor.

TO DROP A MINOR FOLLOW THESE STEPS. **If you are enrolled in more than one minor you must submit a form for each minor you wish to drop.**

WHAT DO YOU WANT TO DO?

Only one change type per request.

1. Choose YES from the drop down for Drop a Minor

1 Drop a Minor: | Yes ▼

2 *Select a Minor to Drop: | ENGLISH-M ▼   English Minor

2. Choose the minor you wish to drop from "Select a Minor to Drop". This field will populate with all minors you are currently enrolled in. **If you are enrolled in mulitple minors and wish to drop more than one you must submit a form for each one you wish to drop.**

GRADUATING THIS SEMESTER

3 *Graduating This Semester: | ▼
No
Yes

3. If you are graduating at the end of the semester in which you are submitting the form choose YES. Otherwise Choose NO.

▶ COMMENTS

4
🔍 Search   ⇨ Submit   **4. Click Submit**

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Close ⊗

Drop a Minor – use this to drop a minor you are currently enrolled in

This option is only available to students currently enrolled in a minor.

- Once your Change of Major has been submitted to the Office of the Registrar:
  1. You will receive an email notification of submission of the form.
  2. If a student attempts to declare a restricted major, one that requires departmental permission prior to enrollment, that department will receive a notification of the request. It is the responsibility of the student to contact the department and/or obtain information on requirements for admission to the restricted major.
  3. For restricted majors, once the department makes a determination, you will be notified via your Husky email of either the approval or denial. If approved your academic record will be updated to reflect the change.
  4. For non-restricted majors you will be notified once your academic record is updated to reflect the new major/minor.
  5. It is the responsibility of the student to communicate with the department regarding departmental policies and requirements for all changes to the academic record, the adding and/or dropping of majors and minors.