

MOUNT ST. JOSEPH UNIVERSITY
DECLARATION OR CHANGE OF: (please check all that apply)

MAJOR **MINOR** **DEGREE** **ADVISOR**

Name: _____ ID# _____ Phone # _____

First Semester and Year at the Mount: _____ Please check: FR SO JR SR

Are you a student receiving VA educational benefits? *If checked, new advisor must attach a completed profile sheet showing academic progress in new major.

Student Signature: _____ Date: _____ Semester/Year: _____

New Major(s): _____ **Degree**

1. _____

2. _____

***Current Major(s):** _____ **Degree**

1. _____ Check box if being **dropped**

2. _____ Check box if being **dropped**

New Advisor(s) as determined by the Chairperson of the new major:

Primary Advisor: _____

Secondary Advisor: _____

***Current Advisor(s):**

Primary Advisor: _____ Check box if being **dropped**

Secondary Advisor: _____ Check box if being **dropped**

New Minor **New Concentration** **New Licensure**

***Current Minor** **Current Concentration** **Current Licensure**

_____ Check box if being **dropped**

Notes from current advisor or department chair:

Process Form for Approval in this Order:

Current Advisor/Dept. Chair Signature: _____ Date: _____

New Chair Signature: _____ Date: _____

For Registrar's Office use only: -----

Date: _____ Form processed/completed in CARS: _____ Notification sent: _____

Core Catalog: _____ New Major/Minor/Degree Catalog: _____ Processed by: _____

Changing your program is a significant decision. We have designed this process to assist you with making that decision.

Step 1: Select your intended major:

First consult with an advisor, faculty member and/or department chair or program director regarding your potential new major selection. This will help you determine if you are eligible to declare your new major, minor or degree and what is required for completion.

You can also obtain information on major choices by scheduling an appointment for an individual career consultation with the Career and Experiential Education Center. There you will have access to self assessment tools which provide useful information for the career decision making process.

The MSJU catalogs can be viewed on myMount for program requirements and general information on each major/minor/degree.

Step 2: Print a Declaration or Change of Major, Minor, Degree, and/or Advisor form:

The form is available on myMount >Academics > Registrar's page >Form & Other Documents. Review the specific requirements on the form and for your intended major before meeting with the appropriate faculty/staff. Signatures are required from the student, current advisor and chairperson of the intended major.

Step 3: Obtain approval by the department of your intended major. This includes signature of the new chair and new advisor name (when appropriate).

Bring your Change of Major form, new program requirement sheet, and a copy of your academic record to your meeting. You must meet with the department chair or program director of your intended major to obtain approval and signatures.

- *If you are a veteran, a new profile sheet showing academic progress in the new major **must** be attached to the Change of Major form.
- If you are on academic condition/probation, you **must** schedule an appointment with a counselor in the Career and Experiential Education Center for assistance and information.
- If you are changing your major to "University Exploratory Studies," you **must** see an advisor in the Academic Advising Resource Center

Step 4: Return your completed Change of Major, Minor, Degree and/or Advisor form to the Registrar's Office:

When your completed form is returned to the Registrar's Office your request will be processed and your intended major/minor/degree/advisor record will be updated.

The new process is that the Change of Major form will be scanned and a confirmation e-mail will be sent to the student, the former advisor, the new advisor, and appropriate administrative assistants. The former advisor will forward the advising file to the new advisor/department within five days.