



CAL STATE LA

CALIFORNIA STATE UNIVERSITY, LOS ANGELES

How to Declare/Change a Major

Declaring/Changing a Major



STEP #1:

- Ask yourself the question: “Is this major impacted?”
- If the major is impacted there will be pre-requisites and a GPA requirement you will have to meet **BEFORE** declaring the major.
- However, if the major is not impacted you must have a minimum 2.0 GPA to declare.

Where do I find the list of impacted majors?



Click on image above

Impacted majors at a glance :

- College of Business & Economics (B&E)

Major: Business Administration

- Option: Accounting
- Option: Management
- Option: Marketing Management

Impacted majors at a glance :

- College of Health & Human Services (HHS)
 - Child Development
 - Criminal Justice
 - Nursing
 - Social Work

Impacted majors at a glance:

- College of Natural & Social Sciences (NSS)
 - ❑ Biology
 - ❑ Psychology

Declaring/Changing a Major

STEP #2:

- Obtain the Request for New Undergraduate Major/Minor form.
- You can find the form in the following areas:
 - Records Office located on the 4th Floor of the Administration building room 409.
 - University Academic Advisement Center, Library PW 1040A.
 - Download the form from the Registrar's website.

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STEP #3: Fill-out the form

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 quarter 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 _____

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

Example:
Fall '13, Win '14

For **MULTIPLE/DUAL MAJOR** requests, complete Section II before submitting to Enrollment Services, ADM146.

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 checked="" 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 ONLY	<input type="checkbox"/> BM
<input type="checkbox"/> Multiple/Dual major (complete SECTION II) <small>*requires current, dual major and Grad office approval (below)</small>	<input type="checkbox"/> BVE
<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)

Declaring a Major

STEP #4:

- Visit the major department OR make an appointment with the **major** advisor.
 - (They will review the major requirements and **STAMP/SIGN** the form.)



For a complete list of the advisement centers click the image above

Declaring a Major

STEP #5:

- After the form is completed and stamped take the form to the Records Office in the Administration Building Room 409.

Declaring/Changing a Major

STEP #6:

- Check your Advisement Report on GET to verify when the major has been declared/changed.

	Requirement (Catalog)	Term
Career:	Undergraduate	Fall Semester 2016
Program:	Business & Economics	Fall Quarter 2015
Plan(MAJ)	Bus Adm-BS-MKT	Fall Quarter 2015
Sub-Plan:	Opt in Marketing Management	Fall Quarter 2015
Degree:	BS	Fall Quarter 2015

Graduation Status: Not Applied

Current Academic Summary

Last Term Registered: Winter Quarter 2016

Academic Standing: Good Standing

Overall GPA: 4.000

CSULA GPA: 4.000

General Information

Below are the results of your Degree Progress Report. Should you have questions regarding the results, contact your academic adviser in your department or division.

Undeclared students
MUST declare a major **by**
45 quarter units **OR** 30 semester units.

Congratulations!
Now you know how to
declare/change your major!



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