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
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

CIN

NAME

SIGNATURE

E-MAIL

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 applicable 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: □ Yes □ No

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 □ NS$ □ UN

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

First bachelor’s degree

Second bachelor’s degree

Change/Add Option ONLY

Multiple/Dual major (complete SECTION II)

Minor

New Major/Minor

Option:

New Major/Minor dept approved REQUIRED

Date

Please use MAJOR/MINOR CODES (ACEE, AHEI, ART, INSE, BSEC, PBHI, EE, CRSH, etc.)
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.)
STEP #5:

- After the form is completed and stamped take the form to the Records Office in the Administration Building Room 409.
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STEP #6:  
- Check your Advisement Report on GET to verify when the major has been declared/changed.
Undeclared students **MUST** declare a major by 45 quarter units **OR** 30 semester units.
Congratulations!
Now you know how to declare/change your major!
Contact Us

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