

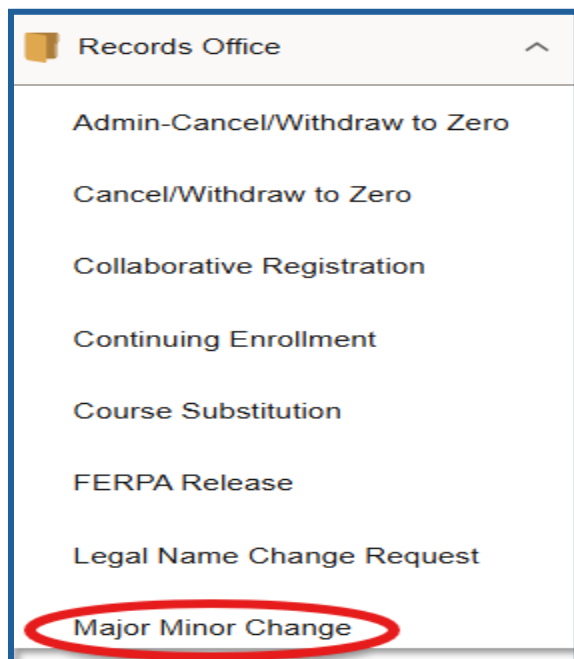
How to Submit the Major Minor Change Form

This form can be used to change the major/minor, declare a new major/minor/certificate, or change your advisor.

Start by logging in to **Campus Connection** and clicking the **DSU eForms** tile.



Click **Records Office**, and then **Major Minor Change**.



Answer all the questions.

Faculty/Advisor Request

Are you submitting this form on behalf of a student (NOT YOURSELF)?

Option:

Student Information

Name

Empl ID

Email Address

Telephone

Are you receiving Veteran's benefits? ☐ No

Are you a Student Athlete? ☐ No

Are you an International Student? ☐ No

In the current active programs, under the "Action" tab, select your choice to **change, drop, or keep** the program you are currently in.

- **Keep** action indicates no changes to this major, minor, or certificate.
- **Change** action is to change your major, minor or advisor.
- **Drop** action is to drop a major, minor, or certificate.

| Current Program Description ↑↓ | *Action ↑↓ |
|-------------------------------------|----------------------|
| 1 Accounting Technician Certificate | <input type="text"/> |

Select "Yes" if you need to add majors, minors, or certificates.

Add Additional Major, Minor, Certificate

Please indicate if you need to add any additional majors, minors, or certificates. If yes, select the new major(s), minor(s), and certificate(s) you are requesting below.

*Select Option:

Enter the name of your preferred new advisor if you wish to change your advisor or leave it blank.

| Advisor Information | |
|---|----------------------|
| <i>Please indicate your preferred advisor below. If no change is needed for your advisor on file, this section can be left blank.</i> | |
| Preferred New Advisor | <input type="text"/> |
| Preferred Second Advisor | <input type="text"/> |

Ensure all your information is true and accurate before submitting the form.

| Acknowledgement | |
|-------------------|---|
| 1 | <div><div>Yes</div><input type="checkbox"/></div> <div>I hereby certify that this information is to the best of my knowledge and belief, true</div> |
| <div>Submit</div> | |