

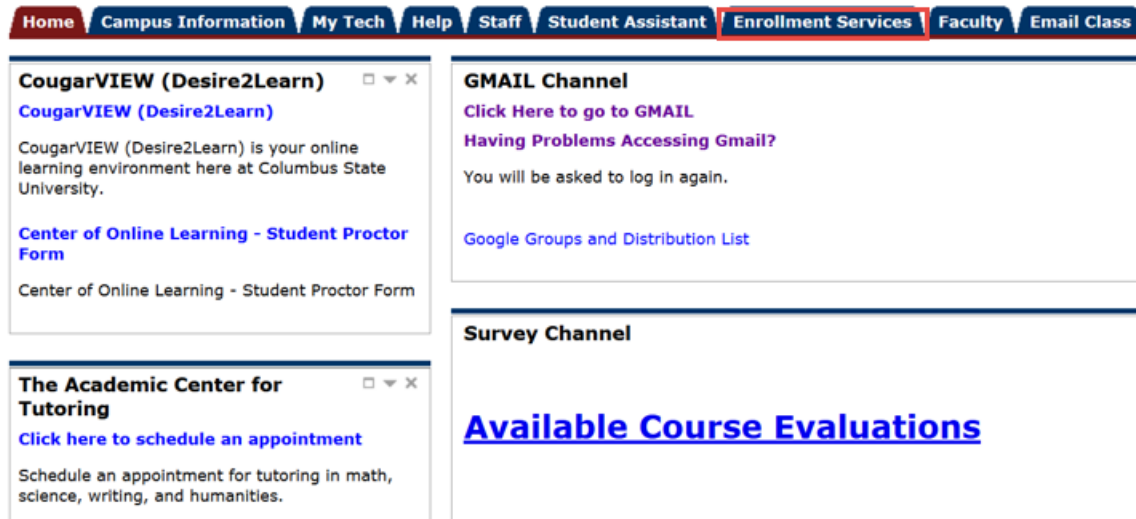
Online Major Change

ATTENTION STUDENTS:

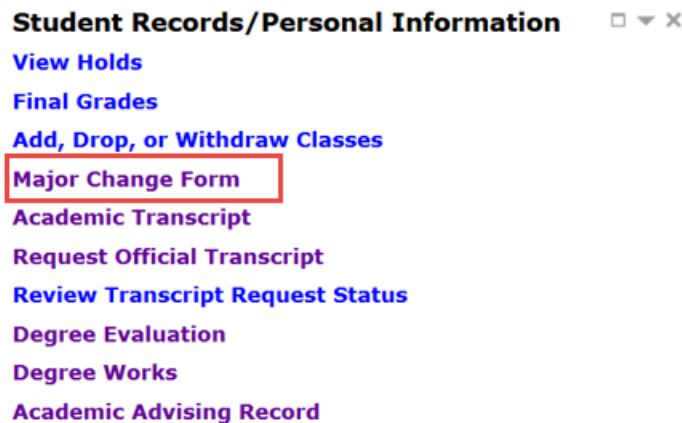
Change of Major forms can now be requested online.

We will no longer accept paper Change of Major forms. Please follow the following directions to file the change of major online:

1. Log into CougarNet and click on the “Enrollment Services” Tab:



2. Go to the “Student Records/Personal Information” Section and click, “Major Change Form”.



Online Major Change

- You'll be taken to the Online Change of Major Form.



COLUMBUS STATE UNIVERSITY

Request to Change Undergraduate MAJOR/MINOR

Bachelor seeking students: Please complete this form to request a new or second major, concentration, and other changes to your program. You will be notified via CSU email when your request has been processed.

NOTE: This form can only be used for Undergraduate Bachelor students. Associate and Graduate level students must see Admissions for information on being admitted to a new program.

- The online form will auto-populate several items, first of which will be your name, CSU ID, and today's date.

Student Name:	Obando Jr, Rodrigo R
CSU ID:	[REDACTED]
Date:	16-AUG-2016

- Next, you'll see where you can make changes to your program (1st Major):

This is your current degree program:

Make applicable changes to your major, concentration, or minor here:

Major One		
	Current:	Change To:
Major:	Comp Sci - Applied Computing : Bachelor of Science	Communication : Bachelor of Arts
Concentration 1:		Integrated Media
Concentration 2:		
Minor 1:		Chemistry

Online Major Change

- You'll be required to give a reason why you want to change your major:

Why do you wish to change your major?(1200 characters maximum)

- If you are declaring a second major, you can also make those changes:

Major Two

	Current:	Change To:
Major:		History : Bachelor of Arts ▼
Concentration 1:		History and Secondary Ed ▼
Concentration 2:		▼
Minor 1:		Exercise Science ▼
Minor 2:		Exercise Science ▼

NOTE: The online Major Change Form currently doesn't allow for the dropping of a second major. If you want to drop your second major, please contact the Office of the Registrar directly at Registrar@ColumbusState.edu for assistance.

- Click the "Submit" to have your form processed.

Online Major Change

9. You are only allowed to submit one change of major form every 24 hours. If you submit a second form within 24 hours, you'll get the following error:



COLUMBUS STATE

UNIVERSITY

Request to Change Undergraduate MAJOR/MINOR

You have already submitted a request within the last 24 hours. Please contact the registrar if you wish to re-submit your application.