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 MyCSU and click on the “Students” Tab:

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

Online Major Change
Online Major Change

3. You’ll be taken to the Online Change of Major Form.

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.

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

5. Next, you’ll see where you can make changes to your program (1st Major):

   ![Image of online form with current degree program and change options]
Online Major Change

6. You’ll be required to give a reason why you want to change your major:

![Why do you wish to change your major?](image)

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

![Major Two Form](image)

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.

8. 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.