



FRESNO STATE

California State University, Fresno

CHANGE OF MAJOR REQUEST

Admissions & Records

(559) 278-2161

1. Take this form to the **old department** to pick up your advising folder, *only* if you are a transfer or a continuing student. If you are an undeclared major, go to Advising Services in Joyal Administration, Rm. 224 to obtain your advising folder UNLESS you are an EOP, UMS, International student, or student athlete. If you are in one of the latter categories, obtain your advising folder from that office/Program.
2. Take this form (and your advising folder) to the **new department** for the completion of Part II.
3. Student is to **return form** to the Admissions & Records Office - CUSTOMER SERVICE WINDOWS.

PART I: TO BE COMPLETED BY OLD MAJOR DEPARTMENT

- | | |
|---|--|
| <input type="checkbox"/> Sent to new major department | <input type="checkbox"/> Intra-office change |
| <input type="checkbox"/> Student hand carried to new major department | <input type="checkbox"/> Do not have folder |

_____ Date

_____ Signature

PART II: TO BE COMPLETED BY NEW MAJOR DEPARTMENT

- Consulted faculty advisor/departamental designee regarding major requirements.
- Reviewed specific courses outside major (i.e., GE and additional courses required).

I have reviewed the major requirements as well as courses outside the major with the student. He/She understands the requirements and is prepared to complete a major in: _____

_____ Date

_____ Faculty Advisor/Dept. Designee Signature

Part III: TO BE COMPLETED BY STUDENT AND RETURNED TO THE ADMISSIONS AND RECORDS OFFICE - CUSTOMER SERVICE WINDOWS

- Continuing CSUF student (attended last semester)
- Transfer student this semester (attendance at another college)
- First-time freshman Semester: _____
- Returning student (previously attended CSUF)
- Have you applied to graduate? Yes ___ No ___
- Catalog year _____

Name _____
Last First Middle Maiden

Permanent Address _____
Number and Street City State Zip Code

I.D. (Social Security Number) _____ Local Phone _____

OLD Major _____ NEW Major _____
Descriptive Title Descriptive Title

_____ Date

_____ Student Signature

OLD SIMS Code _____ NEW SIMS Code _____ BA BS BVE (Circle Objective)