Add / Change A Minor
Navigation in SOAR: Student Service Center

NOTE: Before beginning this process in SOAR, you should speak with an advisor in the desired school of minor.

1. Within SOAR, navigate to your Student Center.

2. From the “other academic” dropdown box, select “Change of Minor.”

3. Click the button to proceed.

4. Read the provided information. If you wish to continue changing your minor, click the Add Minor button.

Note: It is recommended that you read all important information.

IMPORTANT: Students cannot change recognized and honored minors.

Undergraduate students may only change minors through the online Major Change Process:

a. Add/drop a double major
b. Bulletin/Catalog Year Change
c. Campus Change
d. Add/Drop Certificate Program

Add Minor
5. Click the magnifying glass to search for the appropriate academic plan (aka minor).

HINT:
   a. Click the Search Criteria header to extend your search.
   b. In the description box, type the first 3-4 letters of what your desired minor.
   c. Click the Search button.

Examples:
- Type *bio* for Biological Sciences minor.
- Type *mana* for Management minor.

6. Once you’ve selected a minor, click the Submit button.

7. After submission:
   a. SOAR will automatically navigate you back to your Student Center.
   b. You will receive a confirmation email stating that your change of minor request has been submitted. Allow the academic department 10 business days to review and process your request. If you have not received a follow-up email after 10 business days, please contact the department of your intended minor.