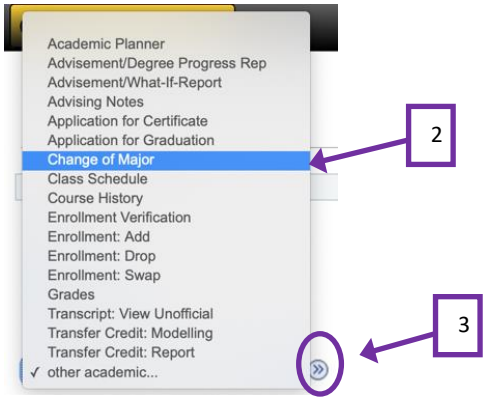
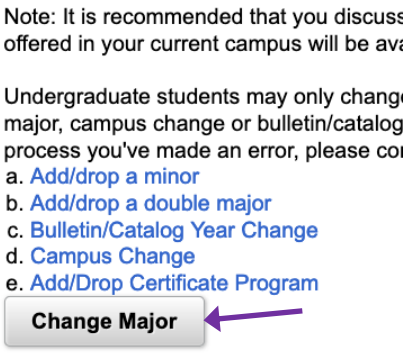
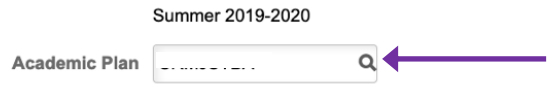
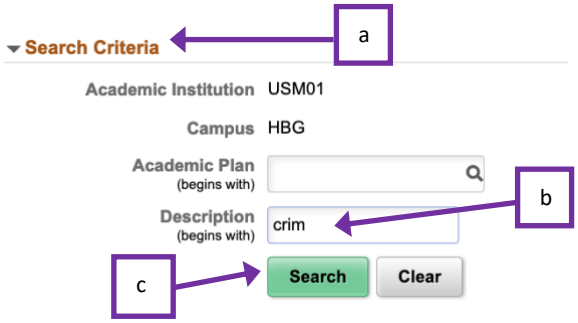
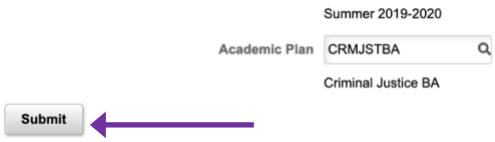
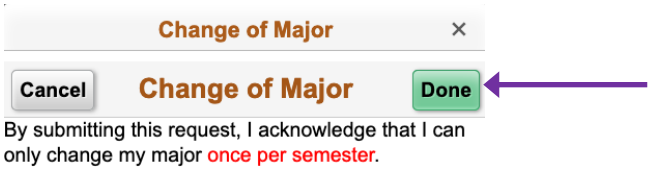
Change My Major

Navigation in SOAR: Student Service Center

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

1.	Within SOAR, navigate to your Student Center.
2.	From the "other academic" dropdown box, select "Change of Major."
3.	Click the button to proceed. 
4.	Read the provided information. If you wish to continue changing your major, click the **Change Major** button. 

5.	Click the magnifying glass to search for the appropriate academic plan (aka major).  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 major. c. Click the Search button. Examples: • Type *bio* for Biological Sciences. • Type *mana* for Management BS. • Type *int* for Interdisciplinary Studies. 
6.	Once you've selected an academic plan / major, click the Submit button. 
7.	Acknowledge that you understand you can only make one request per semester by clicking the Done button 
8.	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 major 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 major.