1. Log into SOAR and visit your Student Center.
2. Select **CHANGE OF MAJOR** from the drop-down menu.

3. If you’ve previously discussed this change with an academic advisor in the desired major before proceeding with this request, click the **CHANGE MAJOR** button.

4. Click the **MAGNIFYING GLASS** to search for the appropriate major plan code.

5. Click on the **SEARCH CRITERIA** link to extend your search.

6. In the **DESCRIPTION** box, type the first 3-4 letters of what your major begins with.
   a. **EXAMPLE 1:** Biological Sciences BS = bio

   b. **EXAMPLE 2:** Management BSBA = man

   c. **EXAMPLE 3:** Interdisciplinary Studies = int

7. Once you’ve selected an academic plan (major), click the **SUBMIT** button and acknowledge that you understand you can only make one request per semester by clicking the **DONE** button.
8. After submission, SOAR will automatically navigate you back to your Student Center.
9. 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.