

Application to Declare or Change Undergraduate Degree/Major/Minor

Students should return this form, with the proper signature(s), to the Office of the Registrar Reception Center, University Hall, Garden Level.

Faculty and advisers, if you are submitting this form via email please type your name on the signature line and send it as an attachment from your DU email account to registrar@du.edu. This form will not be accepted if sent from a student's email account.

Forms are generally processed within two weeks of receipt of the request. You can review your curriculum and APR via webCentral to verify that a request has been processed.

To view your curriculum, go to <http://webcentral.du.edu>. Log in and click on the "Student" tab at the top of the page. Your curriculum information can be found under "Academic Profile".

Name: _____ DU ID Number: _____

Email: _____ Current Degree: _____
Select One: BA BS BSBA BSAcc BFA BM
 BS Chem BSEE BSME BSCPE

Current Major(s): _____ Current Minor(s): _____

Please Note: A change of major may require a change of degree and additional requirements may need to be completed.

Change Degree/Major

(Academic departments are responsible for updating adviser information in Banner.)

| | | | |
|--|---|--------------------------------|-------|
| Degree: | Select One: <input type="checkbox"/> BA <input type="checkbox"/> BS <input type="checkbox"/> BSBA <input type="checkbox"/> BSAcc <input type="checkbox"/> BFA <input type="checkbox"/> BM <input type="checkbox"/> BS Chem <input type="checkbox"/> BSEE <input type="checkbox"/> BSME <input type="checkbox"/> BSCPE | | |
| Major: | _____ | Concentration (if applicable): | _____ |
| Name of New Major Adviser: | _____ | | |
| New Major Adviser/Chairperson signature: | _____ | Date: | _____ |

Add or Drop a Second Major

(Some degree programs do not allow a second major. Please check with your adviser prior to completing this section. To add a second degree, go to the Center for Academic and Career Development (Driscoll Student Center South, Suite 30) for an "Application to Complete Two Bachelor's Degrees Concurrently")

| | | | |
|--|-------|--------------------------------|-------|
| Add Major: | _____ | Concentration (if applicable): | _____ |
| Name of New Major Adviser: | _____ | | |
| New Major Adviser/Chairperson signature: | _____ | | |
| Drop Major (No signature required): | _____ | Date: | _____ |

Add or Drop a Minor – a signature is not required for most minors

(Note: a signature is required to add a minor in Music)

(You cannot add a minor if your major is undeclared. Some degree programs have minor restrictions. Please check with your adviser prior to completing this portion.)

| | | | |
|-----------------------------------|-------|----------------|-------|
| Add Minor(s): | _____ | Drop Minor(s): | _____ |
| Lamont School of Music signature: | _____ | Date: | _____ |

Registrar Office Use Only:

Received by: Student Walk-In Mail DU Email Date Received: _____

Action taken: **Approved** **Denied** By: _____ Date: _____