



Northern Arizona University
Undergraduate Major/Minor/Certificate Changes

To Be Completed By Student: Student ID _____
Student Name: _____ Local Address: _____
Phone No. _____ E-Mail Address: _____
Today's Date: _____ Student Signature: _____

List changes and/or additions to your Major(s), Minor(s), and/or Certificate(s). The system will be updated based on the information you provide. Please be very clear. (Include BA, BS, etc.)

Additions:

Major: _____ Degree _____ 2nd Major: _____ Degree _____
Emphasis/Focus _____ Emphasis/Focus _____
Dual Degree Major: _____ Degree: _____
Minor: _____ 2nd Minor: _____
Certificate: _____ 2nd Certificate: _____

Deletions:

Major: _____ Degree _____ 2nd Major: _____ Degree _____
Emphasis/Focus _____ Emphasis/Focus _____
Dual Degree Major: _____ Degree: _____
Minor: _____ 2nd Minor: _____
Certificate: _____ 2nd Certificate: _____

To Be Completed By Department/College of NEW Major/ Minor/Certificate:

Student Catalog Year (ie; 2001-2003, 2003-2004) _____ (If there is more than one catalog year (dual degree) put this information next to the appropriate program/plan).

Majors/Emphases:

New Plan Name (major): _____ Prog. Code: _____ Plan Code: _____
Sub Plan (Emphasis): _____ Sub Plan Code: _____
New Plan Name (2nd major): _____ Prog. Code: _____ Plan Code: _____
Sub Plan (Emphasis): _____ Sub Plan Code: _____

Minors:

New Plan Name (minor): _____ Plan Code: _____
New Plan Name (2nd minor): _____ Plan Code: _____

Certificates:

New Plan Name (certificate): _____ Cert. Code: _____
New Plan Name (2nd certificate): _____ Cert. Code: _____

Authorized Signature _____ **Date:** _____ **Dept. Stamp:** _____

Send completed form to the Registrar's Office (or your local designated area) for data entry.
Registrar's Office Box No. 4103 OR fax: 3-2332 Requests will be processed within 48 hours.

Processed by Registrar's Office/local area:

Processed By: _____ Date: _____

Instructions for completing the Undergraduate Major/Minor/Certificate Changes Form

Student Information:

When a student is admitted to NAU they declare a major/certificate. Minors are declared at a later time (if appropriate). The major and/or certificate is entered into the NAU data base at the point of Admissions. All changes to a major/minor/certificate after Admissions are considered to be changes to the original declaration.

The **Undergraduate Major/Minor/Certificate Changes Form** is used when a student wishes to change information concerning their major/minor/certificate. If you are adding a new major/minor/certificate you must enter the information in the Additions section. If you are changing to a new major/minor/certificate you must enter the new information under Additions and the old information under Deletions. If you are pursuing a Dual Degree, Bachelor of Arts (BA) and Bachelor of Science (BS) you must enter all information for both degrees (the difference between a BA and BS is the BA includes a language requirement). Please complete all spaces in the student section of this form.

To review a listing of majors/minors/certificates please refer to the on-line catalog at: <http://www.nau.edu/text/catalogs.shtml> To review your current information please refer to your degree audit report, go to LOUIE, Home>SA Self Service>Learner Services>Academics>View Degree Progress Report. If you would like to discuss your options contact an academic advisor at the college of your major/minor/certificate. Students who have not decided their major are advised at the Gateway Student Success Center.

Once you complete the student section of the form you **must** turn the form into the department/college of the new major(s), minor(s), and/or certificate(s). If you are changing more than one major, minor, and/or certificate and the changes relate to different department(s)/college(s) then you must provide each department/college a copy of the changes. This will ensure that each department/college is notified of your intentions.

Department/College Information:

When the department/college receives the **Undergraduate Major/Minor/Certificate Changes Form** they should review the student's request to ensure the form is accurate. The department(s)/college(s) **must** complete the Name, Program Code, and Plan Code areas and enter the student catalog year. If the student is pursuing a dual major, both majors must have the same catalog year. If the student is pursuing a dual degree they can be from two different catalog years. Plan and Subplan Codes by Catalog year can be viewed at: <http://www4.nau.edu/degreeaudit/>

Once you have completed the department/college section of the form and verified that all information is correct, please acknowledge your review by signing and dating the form. Send completed forms to the Registrar's Office or your local area for data entry. The Registrar's Office Box No. is: 4103 OR fax: (928) 523-2332. Requests will be processed within 48 hours of receipt by the Registrar's Office. You may verify information using the People Soft System.

Note: The department/college is responsible for updating Student Advisor information after the plan change is processed.

Department/College Contacts:	Bldg. Room #	Phone #	Fax #	Box #
College of Arts & Letters	Bldg. 15 Rm 200	(928) 523-8648	x8477	Box 5064
College of Business	Bldg. 70 Rm 1	(928) 523-5232	x6559	Box 15066
School of Communication	Bldg 16 Rm 370	(928) 523-8055	x8056	Box 5650
College of Education	Bldg. 27 Rm 101	(928) 523-2209	x1168	Box 5774
College of Engineering & Natural Sciences	Bldg. 21 Rm 103	(928) 523-3842	x0516	Box 5621
School of Forestry	Bldg. 82 Rm 003	(928) 523-8956	x1080	Box 15018
College of Health Professions	Bldg. 66 Rm 116	(928) 523-6198	x0148	Box 15015
School of Hotel & Restaurant Mgt.	Bldg. 33A Rm 111	(928) 523-9050	x1711	Box 5638
College of Social & Behavioral	Bldg. 65 Rm 2001	(928) 523-6540	x6777	Box 15700
Gateway Student Success Center	Bldg. 43	(928) 523-4772	x6597	Box 5650