



Northern Arizona University
Undergraduate Major/Minor/Certificate Changes

To Be Completed By Student:

Student ID: \_\_\_\_\_
Student Name: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_@nau.edu
Phone No. \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I receive the Western Undergraduate Exchange (WUE) reduced tuition rate: Yes [ ] No [ ]

List changes and/or additions to your Major(s), Minor(s), and/or Certificate(s).

Additions:

Major: \_\_\_\_\_ Degree\* \_\_\_\_\_ Add'l Major: \_\_\_\_\_ Degree\* \_\_\_\_\_
Emphasis/Focus \_\_\_\_\_ Emphasis/Focus \_\_\_\_\_
Minor: \_\_\_\_\_ Add'l Minor: \_\_\_\_\_
Certificate: \_\_\_\_\_ Add'l Certificate: \_\_\_\_\_

\* Degree: BA, BS, BSBA, BSEd, Etc.

Deletions:

Major: \_\_\_\_\_ Degree\* \_\_\_\_\_ Add'l Major: \_\_\_\_\_ Degree\* \_\_\_\_\_
Emphasis/Focus \_\_\_\_\_ Emphasis/Focus \_\_\_\_\_
Dual Degree Major: \_\_\_\_\_ Degree: \_\_\_\_\_
Minor: \_\_\_\_\_ Add'l Minor: \_\_\_\_\_
Certificate: \_\_\_\_\_ Add'l Certificate: \_\_\_\_\_

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

Student Catalog Year (ie; 2006-2007, 2007-2008) \_\_\_\_\_ (If there is more than one catalog year (dual degree) put this information next to the appropriate program/plan).

WUE: Yes [ ] No [ ]

Majors/Emphases:

New Plan Name (major): \_\_\_\_\_ Prog. Code: \_\_\_\_\_ Plan Code: \_\_\_\_\_
Sub Plan (if applicable): \_\_\_\_\_ Sub Plan Code: \_\_\_\_\_
New Plan Name (add'l major): \_\_\_\_\_ Prog. Code: \_\_\_\_\_ Plan Code: \_\_\_\_\_
Sub Plan (if applicable): \_\_\_\_\_ Sub Plan Code: \_\_\_\_\_

Minors:

New Plan Name (minor): \_\_\_\_\_ Plan Code: \_\_\_\_\_
New Plan Name (add'l minor): \_\_\_\_\_ Plan Code: \_\_\_\_\_

Certificates:

New Plan Name (certificate): \_\_\_\_\_ Cert. Code: \_\_\_\_\_
New Plan Name(add'l certificate): \_\_\_\_\_ Cert. Code: \_\_\_\_\_

Authorized Signature \_\_\_\_\_ Date: \_\_\_\_\_ Dept. Stamp: \_\_\_\_\_

Send completed form to the Registrar's Office (or your local designated area) for data entry. Office of the Registrar Box 4103 OR fax: 3-2332

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

### Student Information:

Use this form to change/update your major/minor/certificate.

- If you are **adding a new major/minor/certificate** enter under Additions.
- If you are **changing to a new major/minor/certificate** also enter what you are no longer pursuing under Deletions.
- If you are pursuing a Dual Degree, you must enter all information for both degrees.

To review a listing of majors/minors/certificates please refer to the on-line catalog at: <http://www4.nau.edu/aio/AcademicCatalog/academiccatalogs.htm>. To review your current information please refer to your degree progress report, go to LOUIE, Home>Student Center>Academic History> Degree Progress. If you would like to discuss your options contact an academic advisor at the college of your major/minor/certificate.

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).

*Please be aware that changes to your major may have an effect on your status in certain University programs including but not limited to: Finish in Four, Athletics, International Students, Honors, WUE, etc.*

### Department/College Information:

This form should be reviewed to ensure the student's request 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/degreeprogress/>

Once the department/college section is completed 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 Number is: 4103 OR fax: (928) 523-2332. You may verify information using LOUIE.

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

<b>Department/College Contacts:</b>	<b>Bldg. Room #</b>	<b>Phone #</b>	<b>Fax #</b>	<b>Box #</b>
College of Arts & Letters	Bldg. 15 Rm 200	(928) 523-8632	x8477	Box 5064
The W.A. Franke College of Business	Bldg. 81 Rm 222	(928) 523-5232	x6559	Box 15066
School of Communication	Bldg 16 Rm 370	(928) 523-8055	x8056	Box 15700
College of Education	Bldg. 27 Rm 101	(928) 523-2415	x1168	Box 5774
College of Engineering, Forestry & Natural Sciences	Bldg. 21 Rm 102	(928) 523-3842	x0516	Box 5621
School of Forestry	Bldg. 82 Rm 103A	(928) 523-8956	x1080	Box 15018
College Health and Human Services	Bldg. 66 Rm 116	(928) 523-6198	x0148	Box 15015
School of Nursing	Bldg. 72 Rm 206	(928) 523-6717	x3600	Box 15035
School of Hotel & Restaurant Mgt	Bldg. 33A Rm 111	(928) 523-9050	x1711	Box 5638
College of Social & Behavioral Sciences	Bldg 70 Rm 114	(928) 523-6540	x7185	Box 15700
Gateway Student Success Center	Bldg. 43	(928) 523-4772	x1117	Box 4097