



## Changing Majors: Faculty Instructions

When you meet with a student who desires to change their degree, major, minor or concentration, please direct them to the steps listed below to guide them through the process. All major change requests will be approved by the student and their academic advisor prior to being processed by the Registrar's Office.

### Student Initiated Change Major Request

1. Student logs into BengalWeb and clicks on the **Academic Tools** link.
2. Student locates **Student Records** section (bottom left) and clicks on **Start New Change Major Request (CMR)**.
3. The **Change Major Request** page shows the student's current major, minor, etc.
4. In the text box under **Degree/Major Request**, the student enters the desired changes: Degree, major, minor, or concentration and catalog year (if known).
5. Under **Faculty/Department Advisor Assignment Request**, you may enter the name of the assigned faculty advisor. You may also add the names of additional department advisors or auxiliary advisors.
6. The student clicks **Submit Request**, which signifies they approve the change(s).
7. The student and the assigned academic advisor will receive an email confirmation.
8. The student's academic advisor will hold an appointment to discuss this request.
  - And/Or connects student with destination advisor to schedule an appointment to review/approve the requested changes.
9. The advisor submits the CMR request to the Registrar's Office.
10. The student and academic advisor will be notified once the CMR has been processed.
11. After the CMR is processed, assigned faculty, departmental and auxiliary advisors will be able to access their new advisee in Degree Works.

*\*Note: The Veterans, Athletics, and International Programs offices will be notified when any student under their jurisdiction submits a CMR or has a CMR that has been approved.*