



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. Once the student has submitted the change major request the program's primary advisor will review the form, and submit it to the Office of the Registrar.

Student Initiated Faculty Supported Change Major Request

1. Student logs into **MyISU** and conducts a search for **Change Major Request - Students**.
2. The **Change Major Request** page shows the student's current major, minor, etc.
3. Student locates and enters program information in the **Enter Change Major Request** section of the page.
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**, the student will enter the name of the desired 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 review and make edits as needed to the CMR and submit it to the Office of the Registrar for processing.
 - The student's academic advisor may schedule an appointment to review the requested changes if updates could adversely affect their standing (i.e. Athletes, Veterans, IPO, contracted).
9. The student and academic advisor will be notified once the CMR has been processed.
10. 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.*