

Change of Major/Minor

Access to the Selection of Degree system allows Department Chairs and their designees to receive change of major/minor requests from students and issue decisions.

Student Request Form

- Students may complete the request on the [One Stop Website](#) under the Forms menu or from their [Banner Web](#) account under the Student Services-Student Records menu.
- The student will receive a confirmation email to notify them it was sent to the department for review.
- The department chair and designee will receive an email with a private URL to either approve or deny the student's request (use SCSU log in credentials to sign in).

Department Decision

- The department chair/designee will approve or deny the request (Important Note: comments are viewable to the student).
- The student and department chair/designee will receive a confirmation email with the department decision.

Registrar's Office Process

- The Registrar's Office logs in daily to review department approvals and will either mark them complete or denied (if there was a conflict in processing the request). (Important Note: comments are viewable to the student).
- The student and department chair/designee will receive a confirmation email to notify them once it is complete or denied with comments.