# Undergraduate Major/Minor/Certificate Changes

**Student Information**

- **Student Name:** ____________________________
- **Student ID#:** ____________________________
- **E-Mail Address:** ____________________________ @nau.edu
- **Phone #:** (_______)
- **Signature:** ____________________________
- **Date:** ____________________________

**I receive the Western Undergraduate Exchange (WUE) reduced tuition rate:**

- [ ] Yes  [ ] No

**I am an F-1 or J-1 international student:**

- [ ] Yes  [ ] No

If yes, please contact International Student & Scholar Services at (928) 523-2409 in the Center for International Education to obtain approval of change of major.

You will have 30 days from date of approval to complete I-20/DS-2019 requirements.

**International Student Advisor Approval**

- ____________________________
- **Date:** ____________________________

**Additions**

- **Degree (e.g., BA, BS, BSEd.):** ____________________________
- **Catalog Year (e.g., 2013-14, 2014-15):** ____________________________
- **Major:** ____________________________
- **Program Code:** ______
- **Plan Code:** ______
- **Emphasis:** ____________________________
- **Sub-Plan Code:** ______

**Minor:** ____________________________

**Certificate:** ____________________________

**Additional Degree (if applicable):** ____________________________

**Catalog Year (if different):** ____________________________

**Additional Major:** ____________________________

**Program Code:** ____

**Plan Code:** ______

**Emphasis:** ____________________________

**Sub-Plan Code:** ______

**Additional Minor:** ____________________________

**Plan Code:** ______

**Additional Certificate:** ____________________________

**Plan Code:** ______

**Deletions**

- **Major:** ____________________________
- **Degree (e.g., BA, BS, BSEd.):** ____________________________

**Emphasis:** ____________________________

- **Dual Degree/Major:** ____________________________
- **Degree (e.g., BA, BS, BSEd.):** ____________________________

**Emphasis:** ____________________________

**Minor:** ____________________________

**Certificate:** ____________________________

**Additional Major:** ____________________________

**Emphasis:** ____________________________

**Additional Minor:** ____________________________

**Additional Certificate:** ____________________________

**Authorized Signature:** ____________________________

**Date:** ____________________________

**Dept. Stamp:** ____________________________

---

Revision 3/27/2014
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 academic catalog at:  http://catalog.nau.edu/. To review your current information, please look under My Academics > My Program in your LOUIE Student Center. If you would like to discuss your options, contact an academic advisor in the college of your desired major/minor/certificate.

Once you complete the student section of the form you must turn in the form to 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: Athletics, Honors, International Students, WUE, etc.

Department/College Information:

This form should be reviewed to ensure the student’s request is accurate and complete. The department(s)/college(s) must complete the program/plan/sub-plan name and code information and enter the student catalog year(s). 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. (NAU’s policy on ‘Catalog to Use for Academic Plan Requirements’ can be found at https://policy.nau.edu/policy/) Plan and sub-plan codes by catalog year can be viewed at: http://nau.edu/Registrar/Faculty-Resources/Courses-and-Plans/.

Once the entire form is completed and verified, 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) 523-1414. You may verify processing using LOUIE.

Forms for F-1 or J-1 international students will not be processed without an International Student Advisor’s signature.

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

Department/College Contacts:

<table>
<thead>
<tr>
<th>Department/College</th>
<th>Bldg. Room #</th>
<th>Phone #</th>
<th>Fax #</th>
<th>Box #</th>
</tr>
</thead>
<tbody>
<tr>
<td>College of Arts &amp; Letters</td>
<td>Bldg 15, Rm 200</td>
<td>(928) 523-8632 x8477</td>
<td>Box 5064</td>
<td></td>
</tr>
<tr>
<td>The W.A. Franke College of Business</td>
<td>Bldg 81, Rm 222</td>
<td>(928) 523-5232 x6559</td>
<td>Box 15066</td>
<td></td>
</tr>
<tr>
<td>School of Communication</td>
<td>Bldg 16, Rm 370</td>
<td>(928) 523-2232 x1505</td>
<td>Box 5619</td>
<td></td>
</tr>
<tr>
<td>College of Education</td>
<td>Bldg 27, Rm 135</td>
<td>(928) 523-7139 x1929</td>
<td>Box 5774</td>
<td></td>
</tr>
<tr>
<td>College of Engineering, Forestry &amp; Natural Sciences</td>
<td>Bldg 69, Rm 322</td>
<td>(928) 523-3842 x1902</td>
<td>Box 5621</td>
<td></td>
</tr>
<tr>
<td>School of Forestry</td>
<td>Bldg 82, Rm 103A</td>
<td>(928) 523-3031 x1080</td>
<td>Box 15018</td>
<td></td>
</tr>
<tr>
<td>College Health and Human Services</td>
<td>Bldg 66, Rm 118</td>
<td>(928) 523-4331 x4315</td>
<td>Box 15015</td>
<td></td>
</tr>
<tr>
<td>School of Nursing</td>
<td>Bldg 72, Rm 206</td>
<td>(928) 523-2717 x3600</td>
<td>Box 15035</td>
<td></td>
</tr>
<tr>
<td>School of Hotel &amp; Restaurant Management</td>
<td>Bldg 33A, Rm 111</td>
<td>(928) 523-9050 x1711</td>
<td>Box 5638</td>
<td></td>
</tr>
<tr>
<td>College of Social &amp; Behavioral Sciences</td>
<td>Bldg 70, Rm 114</td>
<td>(928) 523-6540 x7185</td>
<td>Box 15700</td>
<td></td>
</tr>
<tr>
<td>Gateway Student Success Center</td>
<td>Bldg 43</td>
<td>(928) 523-4772 x1117</td>
<td>Box 4097</td>
<td></td>
</tr>
</tbody>
</table>