



Undergraduate Major/Minor/Certificate Changes

Student Information	<p>Student Name: _____ Student ID#: _____</p> <p>E-Mail Address: _____@nau.edu Phone #: (____) _____</p> <p>Signature: _____ Date: _____</p> <hr/> <p>I receive the Western Undergraduate Exchange (WUE) reduced tuition rate: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>I am a F-1 or J-1 student: : <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>I understand, as an F-1 or J-1 student, that I need to contact my international advisor to discuss what may happen if I change my major.</p> <p>International Advisor Signature: _____ Date: _____</p> <p>I am a student-athlete: : <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>I understand, as a student-athlete, that I need to contact Lumberjack Academics at (928) 523-5415 to discuss what may happen if I change my major.</p> <p>Student Athlete Development Coordinator Signature: _____ Date: _____</p>
Additions	<p>* Degree: BA, BS, BSBA, BSEd, Etc.</p> <p>Major: _____ Degree*: _____ Prog. Code: _____ Plan Code: _____</p> <p style="padding-left: 40px;">Emphasis/Focus: _____ Plan Code: _____</p> <p>Minor: _____ Sub Plan Code: _____</p> <p>Certificate: _____ Plan Code: _____</p> <p>Additional Major: _____ Degree*: _____ Prog. Code: _____ Plan Code: _____</p> <p style="padding-left: 40px;">Emphasis/Focus: _____ Plan Code: _____</p> <p>Additional Minor: _____ Sub Plan Code: _____</p> <p>Additional Certificate: _____ Plan Code: _____</p>
Deletions	<p>Major: _____ Degree: _____</p> <p style="padding-left: 40px;">Emphasis/Focus: _____</p> <p>Dual Degree Major: _____ Degree: _____</p> <p>Minor: _____ Certificate: _____</p> <p>Additional Major: _____ Emphasis/Focus: _____</p> <p>Additional Minor: _____</p> <p>Additional Certificate: _____</p>
<p>Authorized Signature _____ Date: _____ Dept. Stamp: _____</p>	

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) 523-1414. You may verify information using LOUIE.

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

Department/College Contacts:	Bldg. Room #	Phone #	Fax #	Box #
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) 523-2232	x1505	Box 5619
College of Education	Bldg. 27 Rm 135	(928) 523-7139	x1929	Box 5774
College of Engineering, Forestry & Natural Sciences	Bldg. 21 Rm 132	(928) 523-3842	x1902	Box 5621
School of Forestry	Bldg. 82 Rm 103A	(928) 523-3031	x1080	Box 15018
College Health and Human Services	Bldg. 66 Rm 118	(928) 523-4331	x4315	Box 15015
School of Nursing	Bldg. 72 Rm 206	(928) 523-2717	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