

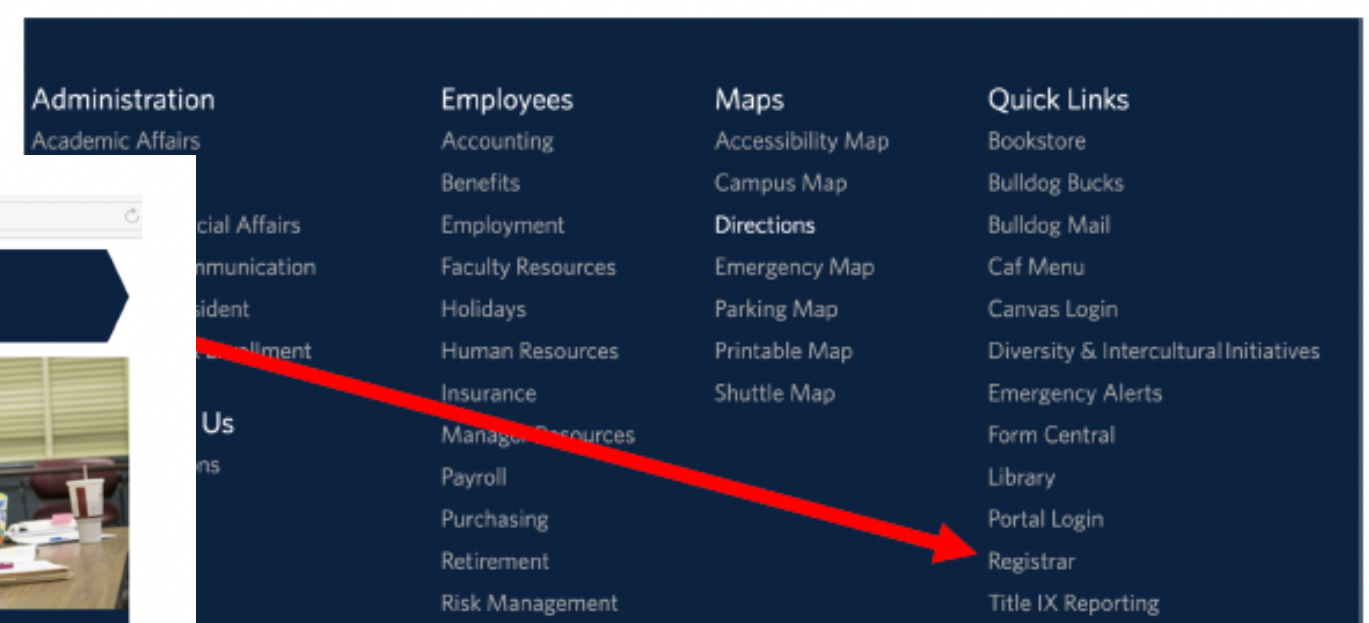
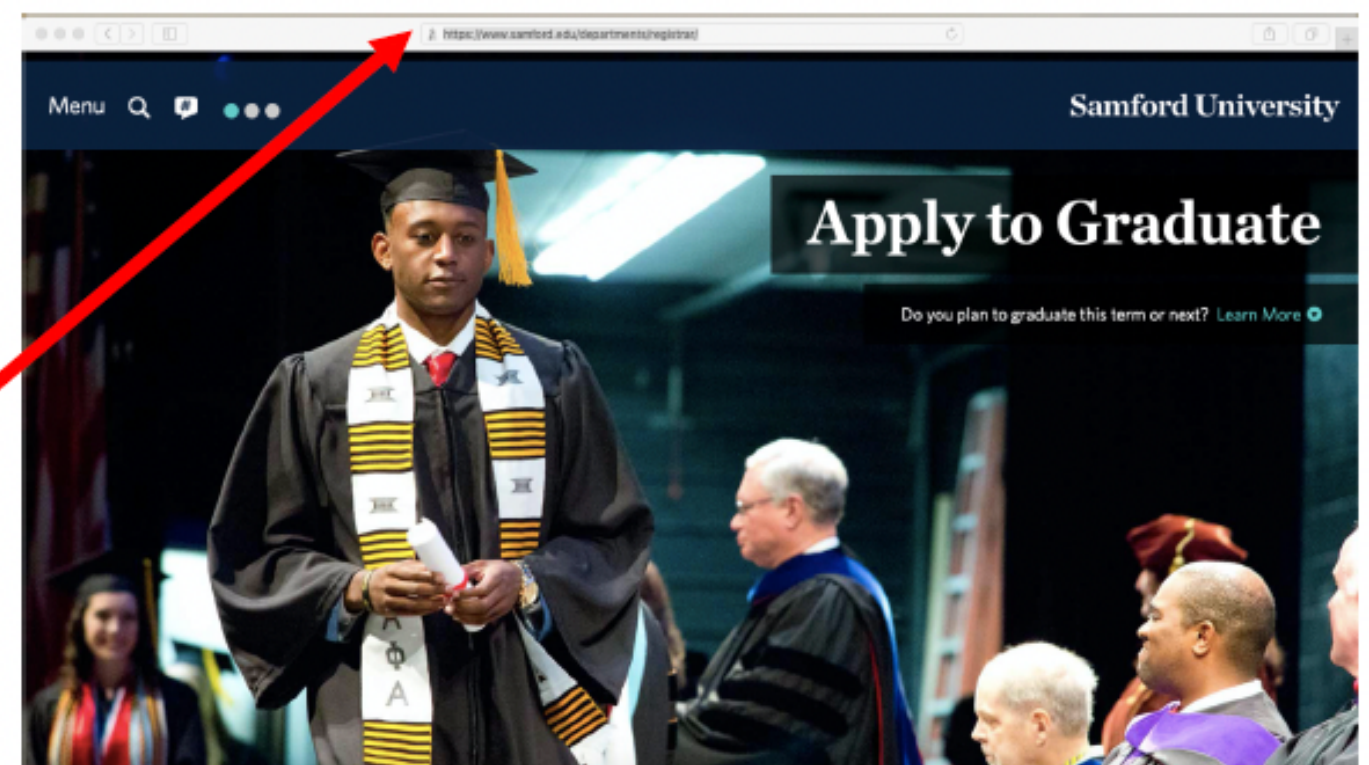
How to Change Your Major

1. Go to the Registrar's Webpage.

You can access it directly at

www.samford.edu/departments/registrar

*Or you can click "Registrar" under the Quick Links on the Samford homepage and scroll down and click on "forms"



2. Select "Change of Academic Program" (Change of Major).

- [Academic Petition](#)
- [Addendum to Confidentiality-Security Agreement](#)
- [Address Change Information](#)
- [Application for Graduation](#)
- [Audit Petition](#)
- [BACHE Student Exchange Program](#)
- [Catalog Requirements Change Request](#)
- [Change of Academic Program \(Change of Major\)](#)
- [Change of Incomplete or Final Grade](#)
- [Change of Name DOB SSN](#)
- [Course Repeat Petition](#)
- [Course Withdrawal Form](#)
- [Grade Change](#)
- [Increase of Hours Request](#)
- [Pass-Fail Election](#)
- [Preferred Name Change](#)
- [Registration Permit Override Request](#)
- [Student Complaint Form](#)
- [Substitution-Equivalence Request](#)
- [Transcript Request](#)
- [Transient Enrollment \(Domestic\)](#)
- [Transient Enrollment \(International, Study Abroad Students\)](#)
- [Trial Study List Registration](#)
- [University Withdrawal \(Except Law\)](#)
- [Walk Early](#)
- [Withdrawal Request \(Law Only\)](#)

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3. Read the guidelines and information regarding fees.

4. Click “Online Change of Program Form.”

****Note that this form is only for current students or those who have attended Orientation and have already registered for classes.**

Change of Academic Program (Change of Major)

The Change of Academic Program form is for students changing or adding/dropping a major, minor, or concentration.

Timing of Requirements

As stated in the current catalog (under Graduation Requirements), students are required to meet all requirements “in effect at the time of entrance into the major.” For example, if a student enters Samford in 2017-18 but changes majors in 2019-20, then 2019-20 is the catalog year in effect for the new program. This applies to majors, minors, and concentrations, unless special circumstances require the student to remain under a specific catalog year. To petition to change the catalog year, a student must complete the Catalog Requirements Change Request.

New Students

If the student is new to Samford and has not yet registered for classes, changes of major should be made through the Office of Admissions. Use of the form is not required at that stage. Contact the Office of Admission for more information.

Once the student has registered for classes, the Change of Academic Program form is required and should be submitted directly to the Office of the Registrar.

Note: The link below is new beginning 11/15/22.

[Change of Academic Program Form](#)

ected graduation date, or for sional Studies) or vice versa. or added major.

5. Fill in the required information

Your name, SU ID, email, and the date are already prepopulated. You still need to answer selected questions, but the add/drop fields are already visible.

The only thing that prompts an additional display is if you check the box “Click here if you need a 2nd major/minor/concentration and/or 2nd degree track.”

6. Check relevant boxes, and then fill in details below.

***Note: Unless you are keeping your current major to add a second major, be sure to check “Drop a Major” (even if you are currently Undeclared.)**

Change of Academic Program

Timer 45 minutes

* = required field

Student Information

Note: This form is for current Samford students who have already registered for classes in a previous or upcoming term or new students who have registered for the first time. Incoming freshman and transfer students **who have not yet registered for any Samford classes** should contact their admission counselor about changes to their academic program.

First Name * Whitney Middle Name
Last Name * Fix SU ID# * 900292087
Date * 11/21/2022 Samford Email * wfix@samford.edu

Are you graduating this term? -- Choose --
Expected Graduation Term -- Please Select --
Expected Gradi Jane -- Please Select --

Are you a Student-Athlete? *
 Yes
 No
9001234567
Jdoe@samford.edu

Current Program

Degree -- Please Select -- Minor -- Please Select --
Major -- Please Select -- Concentration -- Please Select --

Click here if you need to indicate a 2nd major/minor/concentration and/or 2nd degree track

I Need To (Select As Many Options As Apply):

Please be sure to add the desired new programs **AND** drop any old programs that you are no longer pursuing.

- | | |
|--|---|
| <input type="checkbox"/> Add a Major | <input type="checkbox"/> Drop a Major |
| <input type="checkbox"/> Add a Minor | <input type="checkbox"/> Drop a Minor |
| <input type="checkbox"/> Add a Minor (Business, CSDS, or KINE) | <input type="checkbox"/> Drop a Minor (Business, CSDS, or KINE) |
| <input type="checkbox"/> Add a Concentration | <input type="checkbox"/> Drop a Concentration |
| <input type="checkbox"/> Add an Area of Interest for Advising Purposes | <input type="checkbox"/> Drop an Area of Interest for Advising Purposes |

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7. Confirm you have discussed this change with an advisor and check the acknowledgement.

***You must sign the form electronically like our other Dynamic Forms.**

Acknowledgement:

* I have met with an advisor about the above information and understand that approval may be required to make these changes.

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* _____
Signature of Student Date

If you do not hear an update after one week, please email success@samford.edu for assistance. Provide us with the details of your desired major and the date you requested the change.