Change My Major

BOISE STATE UNIVERSITY

Student Users Guide
Welcome to Change My Major

Change My Major is for undergraduate students to add or drop a major, minor, or certificate. It is not intended for you to test potential plan changes. In fact, this can have negative impacts. Before changing your major, you should communicate with your advisor to discuss the changes you are considering. Also, you can use the What-If Report in your Student Center to see the impacts of your major change options. This report shows you how the classes you have already taken would apply toward your new major and what additional classes you would need to take. You can use the What-If Report to test out as many scenarios as you want.

Please note that University policy does not permit you to select a minor and a major in the same plan.

Once you have finalized the changes to your major you want to make, then use Change My Major. You can access Change My Major through the Change Major link in MyBoiseState.
High and Low Intervention Plans

Change My Major processes major change requests differently depending on whether the major, minor or certificate you want to add is high intervention or low intervention. If it is designated as high intervention, you will need department approval to add the major, minor or certificate. Each department determines whether its majors, minors, and certificates are high or low intervention.

In Change My Major, you can tell a high intervention major, minor or certificate because it has a flag beside its name.

If you submit a request for a high intervention major, minor or certificate, Change My Major automatically submits your request to the department for review.

High and Low Intervention Students

Change My Major also considers whether your current status is high intervention. A high intervention student is one who has exceeded the University Repeat Policy or the University Withdrawal Policy. You can see if you have one of these holds in your Student Center.
Select Details, to learn more about the hold. If you have one of these holds, your major change request, regardless of the major, minor or certificate you select, will require department approval.

**Steps To Change Your Major**

The chart and steps below indicate how *Change My Major* processes different requests based on these factors.

<table>
<thead>
<tr>
<th>STUDENT STATUS</th>
<th>MAJOR, MINOR, CERTIFICATE STATUS</th>
<th>DEPARTMENT APPROVAL OF MAJOR CHANGE REQUEST REQUIRED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Low</td>
<td>Low</td>
<td>No</td>
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<tr>
<td>Low</td>
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<td>High</td>
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<td>Yes</td>
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Requests Which Do Not Require Department Approval

1. Communicate with your advisor regarding potential major changes.
2. If you have financial aid, check with the Financial Aid Department about potential impacts of changing your major.
3. Run a What-If report to see the impacts on the courses you have already taken and the courses you would need to take if you change to your major.
4. Decide on the major changes you want to make.
5. Submit your major change request using Change My Major.
6. Change My Major automatically updates your permanent student record with your new major.
7. You’ll receive a screen message on Change My Major informing you that your major change has been processed.
8. Change My Major automatically assigns you a new advisor if necessary.
9. Use the link on Change My Major to view your Academic Advisement Report to confirm that the changes you requested have been made.
10. Use the link on Change My Major and go to your Student Center to see new advisor(s) if any.
11. You’ll receive an e-mail informing you that your major is now changed.

Requests Which Do Require Department Approval

1. Communicate with your advisor regarding potential major changes.
2. If you have financial aid, check with the Financial Aid Department about potential impacts of changing your major.
3. Run a What-If report to see the impacts on the courses you have already taken and the courses you will need to take if you change your major.
4. Decide on the major changes you want to make.
5. Submit your major change request using Change My Major.
6. You’ll receive a screen message on Change My Major informing you that your major change request requires department approval and that the department has been notified of your request. Until your change request is reviewed, your existing major is still in place.
7. You’ll receive an e-mail informing you that your major change request has been sent to the appropriate department and that you will soon be receiving an e-mail from the department regarding the approval or denial of your request.

If your request is approved
8. You’ll receive an e-mail from the department informing you that your request is approved and your major is now changed.
9. Change My Major assigns you the advisor the department selects.
10. Change My Major automatically updates your permanent student record with your new major.
11. Use the link on MyBoiseState to view your Academic Advisement Report to confirm the changes you requested have been made.
12. Use the link on MyBoiseState to check your Student Center to see new advisor(s) if any.

If the request is denied

8. You’ll receive an e-mail from the department informing you that your request was denied and your original major is still in effect.
9. No changes are made to your permanent student record.

Using Change My Major

When you log in to Change My Major, the home screen shows you your current majors, minors and certificates in the blue Current box. If you previously submitted a major change request that is not finalized, it will show in the tan Pending box.

1. Select Change My Major
2. To add a major, minor, or certificate, review the list or use the search feature to locate the major, minor, or certificate.

3. Click the plus or drag the plan into the blue My Proposed Majors, Minors and Certificates box.

4. If you add a high intervention major, minor or certificate, you will see a notice that Department Approval is required.

5. Some majors have emphases that are not a part in their name. In these instances, a symbol will show next to the trash can when you move that major into your Proposed Majors,
Minors and Certificates box. Click this box to view the available emphases. Drag your selection in the Add an Option of Emphasis box and select Done.

6. To drop a major, minor or certificate, click the trash can next to it in the blue Proposed box or drag the plan to the grey Available box.
7. You can move majors, minors and certificates from one box to the other until you are satisfied with your Proposed Majors, Minors and Certificates.

8. Once your changes are finalized in the blue My Proposed Majors, Minors, and Certificates box, click Submit.

*If adding only low intervention majors, minors or certificates*

9. You will receive an on screen confirmation message. Your new majors, minors and certificates will show in the blue Current box and the tan Pending box will be empty.

*If adding a high intervention major, minor or certificate or if you are a high intervention student*

10. You will receive an on screen confirmation message. Your existing majors, minors and certificates will show in the blue Current box and your requested majors, minors and certificates will show in the tan Pending box.
Impacts Of Using Change My Major To Assess Possible Major Changes

Your Permanent Student Record
Each time you submit a major change, which is either automatically approved or approved by a department through Change My Major, your permanent student record is updated. So, if you change your mind several times over a short period of time using Change My Major, each change will be part of your official record.

Financial Aid
Changing your major may impact your financial aid. Depending on the major, minor, or certificate you add or drop, the level of financial aid and the type of loans for which you are eligible may be impacted. If you have financial aid, please contact the Financial Aid office before making changes using Change My Major.

National Student Clearinghouse Reporting
The National Student Clearinghouse is a third party vendor hired by Boise State University to gather specific student data used by federal government for financial aid and by you for enrollment and degree verification. Reports to the National Student Clearinghouse include each major you have and the date you declare it. So, if you use Change My Major in combination with your Academic Advisement Report to test different major options and change your mind several times each change will be part of your National Student Clearinghouse record.