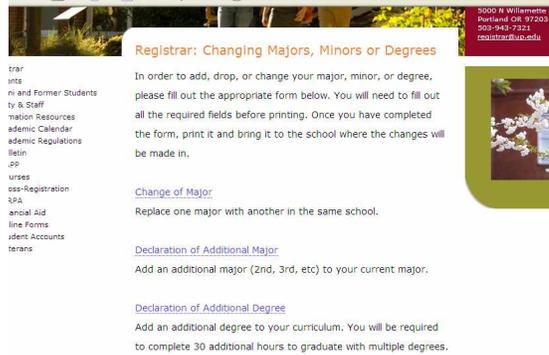


# How to Change a Major/Minor/Degree

1. On the Registrar's website, click on the appropriate link to the form you are looking for.



2. A window may pop up asking if you would like to open or save the file. Save the file on your computer and then open it. (You can open the file without saving it first, but it may be helpful to keep a copy on your computer for your records.)



3. Once the Word document is opened, you will fill in the appropriate gray colored fields (text fields, check boxes, or drop down menus) with your information. All required fields or sections of fields will have a (\*) notation next to them. To make the document easier to view if you have gridlines all over the page, go up to **Table** and click on **Hide Gridlines**.

4. First enter your *Name* and *ID* number in the text fields.

*The University of Portland*  
Office of the Registrar  
5000 North Willamette Boulevard  
Portland, Oregon 97203  
(503)943-7321

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### Change of Major

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1. Fill out all required fields (\*).
2. Print the form (sign and date).
3. Return completed form to appropriate Dean's Office.

Please refer to current *Bulletin* for major requirements.

\*Name:  \*ID:

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I wish to change my major in the school/college of:  
\*(check your primary school of major, select your major below, and then select the major you wish to change to)

CAS  Business  Education  Engineering

- Next follow the instructions on the form for which check boxes to check or drop down menus to select. In the following example the student wants to change his major from *Theology* to *Math*. When he selects *Mathematics* in the drop down menu it asks him to *select a degree to the right*.

change\_of\_major.doc - Microsoft Word

File Edit View Insert Format Tools Table Window Help

2. Print the form (sign and date).  
3. Return completed form to appropriate Dean's Office.  
Please refer to current *Bulletin* for major requirements.

\*Name: \_\_\_\_\_ \*ID: 001234567

I wish to change my major in the school/college of:  
\*(check your primary school of major, select your major below, and then select the major you wish to change to)

CAS  Business  Education  Engineering

From: (Current Major)  
Theology

To: (New Major)  
Mathematics (Select a degree to the right)

\*I am currently a:  Fr  So  Jr  Sr

\*My cumulative GPA is approximately: \_\_\_\_\_

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*TIP Email address: \_\_\_\_\_

- He decides he wants to earn a *BA* with a major in *Mathematics* so he would select the *BA* from the list of degrees.

change\_of\_major.doc - Microsoft Word

Edit View Insert Format Tools Table Window Help

2. Print the form (sign and date).  
3. Return completed form to appropriate Dean's Office.  
Please refer to current *Bulletin* for major requirements.

\*Name: Jason Jones \_\_\_\_\_ \*ID: 001234567

I wish to change my major in the school/college of:  
\*(check your primary school of major, select your major below, and then select the major you wish to change to)

CAS  Business  Education  Engineering

From: (Current Major)  
Theology

To: (New Major)  
Mathematics (BA)

\*I am currently a:  Fr  So  Jr  Sr

\*My cumulative GPA is approximately: \_\_\_\_\_

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*TIP Email address: \_\_\_\_\_

6. Continue to fill out the rest of the required fields such as *UP Email*, current class standing, and *GPA*.

.\_of\_major.doc - Microsoft Word

View Insert Format Tools Table Window Help Type a questio

Times New Roman 11 **B** *I* U [Text Alignment Icons] [List Icons]

CAS  Business  Education  Engineering

From: (Current Major)  
 Theology [ ] [ ] [ ] [ ]

To: (New Major)  
 Mathematics (S [ ] [ ] [ ] [ ]  
 BA

---

\*I am currently a:  Fr  So  Jr  Sr

\*My cumulative GPA is approximately: 3.14

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*UP Email address: jones9999@up.edu

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**Department/Dean Action:**  Acceptance  Disapproval

Department chair/Dean signature: \_\_\_\_\_

Academic advisor assigned: \_\_\_\_\_ Date: \_\_\_\_\_

Department comments and/or stipulations: \_\_\_\_\_

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- Once you have filled in all the appropriate fields, save a copy for your records.

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**Declaration of Additional Major**

- Fill out all required fields (\*).
- Print the form (sign and date).
- Return completed form to appropriate Dean's Office.  
Please refer to current *Bulletin* for major requirements.

\*Name: Jason Jones \*ID: 00123456789

I wish to add a major in:  BUS Spanish  
 \*(check only one college/school and then select a major beside it)  CAS  
 \* This is a 3rd major.

My primary school, degree, and major is:  
 \*(check your primary school of major, your primary degree, and select your major beside)

<input type="checkbox"/> CAS	<input type="checkbox"/> BA	<u>                    </u>	<input checked="" type="checkbox"/> Business	<input type="checkbox"/> BBA	<u>                    </u>
	<input type="checkbox"/> BS	<u>                    </u>		<input checked="" type="checkbox"/> BA	<u>Economics</u>
<input type="checkbox"/> Education	<input type="checkbox"/> BAED	<u>                    </u>	<input type="checkbox"/> Engineering	<input type="checkbox"/> BSCE	<u>                    </u>
	<input type="checkbox"/> BMED	<u>                    </u>		<input type="checkbox"/> BSCS	<u>                    </u>
	<input type="checkbox"/> BSSE	<u>                    </u>		<input type="checkbox"/> BSEE	<u>                    </u>
<input type="checkbox"/> Nursing	<input type="checkbox"/> BSN	<u>                    </u>		<input type="checkbox"/> BSEM	<u>                    </u>
				<input type="checkbox"/> BSME	<u>                    </u>

\*I am currently a:  Fr  So  Jr  Sr  
 \*My cumulative GPA is approximately: 3.14

- Once your form has been saved, print a copy of it to obtain signatures.
- Sign the Student Signature line.
- Bring the form to the main office of the school (CAS, education, business, etc) that the change is for (e.g. If you are adding a Spanish major, bring the form to CAS. If you are dropping an Education minor, bring the form to the School of Education).
- Your form will then get approved or disapproved and sent to the Registrar's office. Once the change has been made to your record, you will be notified by email.