



UNIVERSITY of ALASKA SOUTHEAST

CHANGE OF MAJOR

Instructions: Only for UNDERGRADUATE and MPA students CURRENTLY ADMITTED into a program. If adding a higher degree (Certificate, Associate, or Bachelor) with the OEC (Occupational Endorsement Certificate) as your current program, you must apply for admissions. Meeting with your advisor prior to submitting the changes is highly recommended but not required. Please contact the Registrar's office for any questions about this form.

- Use this form to:** ***Add a Degree or Second Major** ***Change or Remove a Major / Concentration / Minor**
***Change your Priority Campus to UAS** ***Change from Pre-Major to Major after completing the Pre-Major requirements**

last name	first name	middle initial
UA ID#	preferred email address	phone #
mailing address	city	state

Requested Changes(s) check all that apply

- Add Second Major** NEW Second Major:
NOTE: Double majors MUST be the SAME TYPE of degree
 For example B.S. in Biology/ Mathematics
- Add a Degree** NEW Degree:
NOTE: For example, adding a Bachelor's degree while
 Completing an Associate degree *Provide your New major below
- Change your catalog year** NEW catalog year:
Please include program you wish to change
- Change from Pre-Major to Major** **I've COMPLETED ALL Pre-Major requirements for the degree**
*For BLA pre-majors, provide your new major, primary, and secondary concentrations below
- Change of Major/ Concentration/ Minor** Current Major/ Concentration/ Minor:
*NEW Major/ Concentration/ Minor:
Primary Concentration:
Secondary Concentration:
- Remove a Major/ Concentration/ Minor** Major/Concentration/ Minor:
- Change my Priority Campus to UAS** Contact the Registrar's office prior to selectin this option
NOTE: Changing your Priority Campus could impact your financial aid disbursement. Contact the Financial Aid office at uas.finaid@alaska.edu



student signature

date

WHAT NEXT? Submit the completed form to the Registrar's Office along with the required supporting documentation, if applicable. Requests will be processed within 2-3 business days. Your degree audit will be updated to reflect the requested change(s). You will receive confirmation when your request has been processed to the email address you provided above.

IMPORTANT NOTE: Changing to a lower level degree program - for example, from Associate to Certificate/OEC or Bachelor to Associate may impact your financial aid. Contact Financial Aid at finaid@uas.alaska.edu prior to submitting your request.

Not yet admitted? Email your program changes to Admissions at admissions@uas.alaska.edu (Provide your full name, semester and program applied to, and request the change of major / degree). You must be admitted into an undergraduate degree program to use this form.

Pre-Major Changes: Confirm in DegreeWorks that you've completed your Pre-Major requirements. This must be done prior to submitting your request for the change from pre-major to full major. Meet with your advisor if you are not certain if you have completed your pre-major requirements.

Elementary Education / Special Education Programs: An Interested Person Report MUST be attached with this form to change or add these majors. This can be obtained from your local law enforcement agency.

Outdoor Skills / Leadership Programs: To be admitted to the ODS Certificate program, the BA Geography & Environmental Studies with the Outdoor Studies emphasis, or the BLA with the Outdoor and Adventure Studies emphasis, you must submit the following documentation with this form. Our office will submit your request along with the required documentation to the department for final approval. You will be admitted into the program upon receipt of department approval.

- Resume or list of relevant experience, skills and/or certifications
- 300 word essay describing the applicant's goals and reasons for wishing to enroll in the Outdoor Skills and Leadership Program - Individuals who have not completed a college level English course must take a UAS English placement exam as part of the application process
- Medical Questionnaire & Physician's Signature Form (available at the Outdoor Skills & Leadership website)
- It is recommended that students also provide two letters of recommendation with the above information

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