



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 / Catalog year**
***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 is 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 Works audit will be updated to reflect the requested change(s). You will receive an email confirmation when your request has been processed to the email provided above.

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

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

Pre-Major Changes: Confirm in Degree Works 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 your are not certain if you have completed your pre-major requirements.

Outdoor Skills & Leadership Programs: To be admitted to the certificate or bachelor level Outdoor Skills and Leadership programs (ODS), you must submit the following documentation with this form. The Registrar's 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 certification.
- 300 word essay describing the applicant's goals and reasons for wishing to enroll in the ODS program. Individuals who have not completed a college level writing course must take the writing placement test as part of the application process.
- Medical Questionnaire and Physicians's Signature form (available at the ODS website).
- It is recommended that students also provide two letters of recommendation with the above information.

OFFICE USE ONLY

PS 08/22