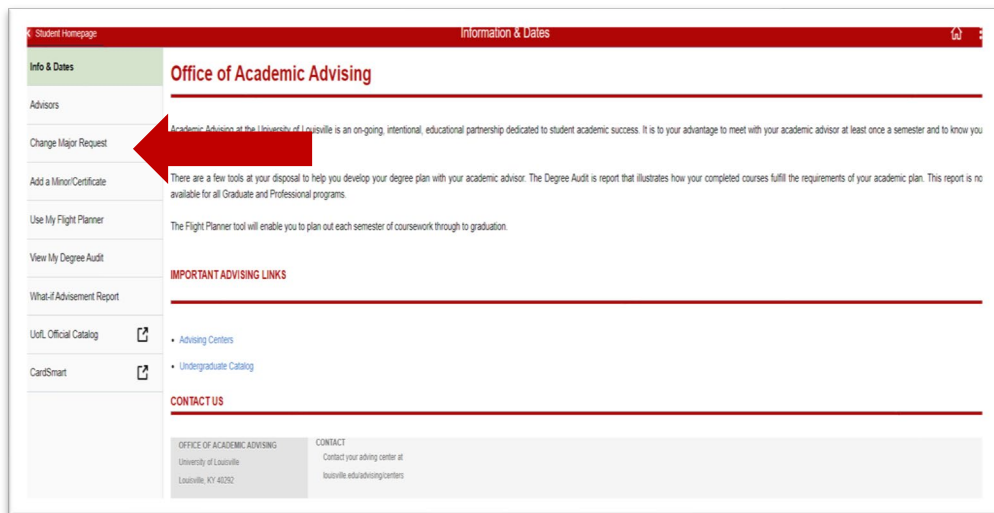


Step-By-Step: How to Submit a Change Major Request

Access the **“Change Major Request”** by selecting the **Academic Progress** tile on the **ULink Student Homepage**.



Select **“Change Major Request”** from the sidebar on the left of your screen.





Request to Change or Declare Major

Use this form to make a request to:

- **Change your major:** Remove your current major and request to add a new major;
- **Add major/minor:** Add major or minor if you are planning to complete degrees in multiple majors or minors or
- **Declare your major:** If you are an "intended" major, i.e. have not yet been admitted into your major, request to declare your major.

*Students are permitted to make one request at a time.

Student Name: [redacted] ID: [redacted]
Current GPA: 2.496 Earned Hours: [redacted]
*Effective Term: Academic Standing: Good Standing
Are you currently enrolled at UofL? No Yes
You don't have to be enrolled for summer to be considered currently enrolled
I want to double major

The Change Major form will appear on screen.

*Effective Term:

Identify when you would like the change to take effect in the "Effective Term" area

Are you currently enrolled at UofL?
You don't have to be enrolled for summer to be considered currently enrolled
 No Yes
I want to double major

Designate if you are **Currently Enrolled** at UofL and if you would like to **Double Major**.

Empl ID	Current Major(s) or Certificate(s)	Remove
[redacted]		<input type="checkbox"/>

Indicate if you want your current major or minor removed by selecting the checkbox.

Click the appropriate button to **add majors or minors**.

Add major, minor or certificate

Use the options below to add a major, minor or certificate.

Add Major or Certificate

Add Minor

Save and Continue

A list of **Academic Plans** will appear on screen. There are **3 sections**: *Certificate*, *Exploratory Major*, & *Major*. To select an option, place a check in the checkbox next to your choice.

Academic Plan	?	Select
Certificates		
Certificate in Applied Geospatial Technologies - Online	?	<input type="checkbox"/>
Certificate in Applied Geospatial Technologies	?	<input type="checkbox"/>
Certificate in Ethics	?	<input type="checkbox"/>
Certificate in Healthcare Leadership	?	<input type="checkbox"/>
Certificate in Human Resource Leadership - Online	?	<input type="checkbox"/>
Certificate in Human Resource Leadership	?	<input type="checkbox"/>
Certificate in LGBTQ Health Studies	?	<input type="checkbox"/>
Certificate in Peace, Justice and Conflict Transformation	?	<input type="checkbox"/>
Certificate in Police Executive Development	?	<input type="checkbox"/>
Exploratory Major		
Pre-Business	?	<input type="checkbox"/>
Pre-Dental Hygiene	?	<input type="checkbox"/>
Pre-Education	?	<input type="checkbox"/>
Pre-Engineering	?	<input type="checkbox"/>
Pre-Nursing	?	<input type="checkbox"/>
Pre-Public Health	?	<input type="checkbox"/>
Pre-Social Work	?	<input type="checkbox"/>
Pre-music	?	<input type="checkbox"/>
Undecided	?	<input type="checkbox"/>
Major		
Accountancy	?	<input type="checkbox"/>
Accountancy - Online	?	<input type="checkbox"/>

Hovering over the **question mark box** will provide a short synopsis of the respective Academic Plan.

The screenshot shows a list of academic plans: Civil Engineering, Communication BA - Online, Communication BA, Communication BS - Online, and Communication BS. A tooltip for 'COMMBS' is displayed over the 'Communication BS' entry, containing the text: 'This program is for students who wish to pursue a bachelor's degree in communication. Requires an internship and 2.5 GPA.'

Clicking on the listed **Academic Plan** will open a pdf file **Major Guide** providing a full overview.

The screenshot shows a list of academic plans: Communication BA - Online, Communication BA, Communication BS - Online, and Communication BS. A red arrow points to the 'Communication BS' entry.

The screenshot shows the 'Communication Major Guide' PDF document. The title is 'Communication Major Guide' and the subtitle is 'Overview of Communication'. The document includes an introduction and a list of bullet points describing the major. A photograph of a campus scene is visible on the right side of the page.

Communication

Major Guide

Overview of Communication

- The study of communication involves examining language, relationships, institutions, social systems, technology, and ways in which knowledge can be used to better lives.
- Students within the Department of Communication will become familiar with concepts central to the study of communication in its diverse contexts; learn crucial interpersonal, argument, research, media, and technology skills. They will gain experience in applying these skills through research-intensive writing and speech courses, internships, practicum experiences, and service learning.
- The University of Louisville offers five areas of elective courses within the Communication major that are to be taken after the core Communication classes are completed. These areas include:
 - Strategic Communication** - This sequence prepares students to enter advertising and public relations careers and teaches strategic audience analysis and message preparation skills. Many internships and research opportunities are available for students who wish to gain experience in this sequence area.
 - Journalism** - This sequence prepares students for print or broadcast careers. Emphasis on traditional writing skills (News writing, Magazine and Feature Writing), as well as other forms of "writing" (Video Communication, Online Journalism) are augmented by courses designed to help students critically analyze the impact of the media. There are many internships available in this area.

Once you have made your choice with the checkbox **confirm your selection by clicking OK** located at the top or bottom of the page.

OK

Cancel

Next, save your changes by **clicking Save and Continue.**

Add major, minor or certificate

Use the options below to add a major, minor or certificate.

New Major(s) or Certificate(s)	Add
Communication BS	<input checked="" type="checkbox"/>

It will again ask you to verify the changes you have made. Once you have verified the information is correct, **click OK.**

You are about to change your major

Add Communication BS

Are you sure you want to make these changes?

Finally, you will receive a confirmation that the save was successful. **Click OK.**

Save Confirmation

The Save was successful.

You will then see a confirmation page where you can: **Track** your request, **Edit** your request, or **Cancel** your request:

You submitted this request on 05/23/2022
If this change is approved, it will go into effect in Fall 2022

Your Majors/Minors before the change:

You requested the following changes:

Remove

Add Communication BS

Track your request:

Unit Status	Status Change Date	Person Reassigned	Registrar Status	Status Change Date
Pending			Pending	

Pending - Your application is waiting to be processed

[Edit My Request](#) [Cancel My Request](#)

To view the next steps for your Major Change please click here:

[Communication BS Major Guide - Next Steps](#)

Please visit the **Next Steps** link at the bottom of the page before leaving this screen. It will open a new window with additional admission information for your major.