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

1. Access the “Change Major Request” under the “Student Services” tab in ULink.

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(s) or minor(s) if you are planning to complete degrees in multiple majors or minors;
- **Declare your major**: If you are an "intended" major, i.e. have not yet been admitted into your major, request to declare your major.

Student Name: [Redacted]  ID: [Redacted]
Current CPA: [Redacted]  Earned Hours: [Redacted]

*Effective Term: [Redacted]  Academic Standing: Good Standing

Have you attended another institution since you last attended UofL?  No  Yes

### Remove or declare current major(s)

<table>
<thead>
<tr>
<th>Emi ID</th>
<th>Current Major(s)</th>
<th>Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Redacted]</td>
<td>Equine Business Major (EQNB 1B)</td>
<td>[Redacted]</td>
</tr>
<tr>
<td>[Redacted]</td>
<td>Marketing Major (MKT 88B)</td>
<td>[Redacted]</td>
</tr>
</tbody>
</table>

### Add major(s) and/or minor(s)

Use the options below to add major(s) or minor(s).

- Add Major(s)
- Add Minor(s)

Save and Continue
2. Identify when you would like the change to take effect in the “Effective Term” area:

   *Effective Term: Fall 2017*

3. Answer the following question:

   Have you attended another institution since you last attended UofL?  
   - No
   - Yes

   **Select “No” if:**
   - You have always been at UofL
   - You have been to another school, but you have submitted your official transcript(s)

   **Select “Yes” if:**
   - You have been to another school and have NOT submitted your official transcript(s)
   - You have been away from UofL for over 2 years

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

   **Remove or declare current major(s)**

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<thead>
<tr>
<th>Empl ID</th>
<th>Current Major(s)</th>
<th>Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Equine Business Major (EQINBSB)</td>
<td>✔️</td>
</tr>
<tr>
<td></td>
<td>Marketing Major (MKT BSB)</td>
<td></td>
</tr>
</tbody>
</table>

5. Click the appropriate button to add majors or minors:

   **Add major(s) and/or minor(s)**

   Use the options below to add major(s) or minor(s).
6. When browsing majors, you can select the name to view the **Major Guide**. The **Major Guide** includes a brief description of the major, admission requirements, and career information:

![Major Guide](image)

7. After making your selection(s), please **confirm** the changes about to be made:

![Confirmation Dialog](image)
8. 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 05/15/2017  
If this change is approved, it will go into effect in Fall 2017  

Your Majors/Minors before the change:  
Finance Major (FIN BSB)  

You requested the following changes:  
Remove Finance Major (FIN BSB)  
Add Chemistry BS  

**Track your request:**

<table>
<thead>
<tr>
<th>Unit Status</th>
<th>Status Change Date</th>
<th>Registrar Status</th>
<th>Status Change Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pending</td>
<td>Pending</td>
<td></td>
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</tr>
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</table>

**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:*

Chemistry BS Major Guide - Next Steps

9. Please visit the “**Next Steps**” link at the bottom of the page before leaving this screen.

10. Accessing the “**Change Major Request**” on ULink will bring you back to this landing page until the process is complete.