


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:

Current GPA:

ID:

Earned Hours:

*Effective Term: Academic Standing: **Good Standing**

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

Remove or declare current major(s)

Empl ID	Current Major(s)	Remove
<input type="text"/>	Equine Business Major (EQINB\$B)	<input type="checkbox"/>
<input type="text"/>	Marketing Major (MKT B\$B)	<input type="checkbox"/>

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...	<ul style="list-style-type: none"> You have always been at UofL You have been to another school, but you have submitted your official transcript(s)
Select “Yes” if...	<ul style="list-style-type: none"> 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)


Empl ID	Current Major(s)	Remove
██████████	Equine Business Major (EQINBSB)	<input checked="" type="checkbox"/>
██████████	Marketing Major (MKT BSB)	<input type="checkbox"/>

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:




Geography and Geosciences

Major Guide

Overview of Geography & Geosciences

- The Department of Geography and Geosciences provides students with an interdisciplinary framework for study, bridging the social and natural sciences to better understand the Earth System while developing skillsets for immediate impact in numerous fields like education, business, government and nonprofit research.
- Geographers focus on the big questions that demand an understanding of how humans interact with the environment over space and over time. The department offers courses that include the



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

You are about to change your major

Remove	Finance Major (FIN BSB)
Add	Chemistry BS

Are you sure you want to make these changes?

OK
Cancel

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:

Unit Status	Status Change Date	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:

[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.