# Change of Major, Minor, or Catalog Year

## For Students

**Note:** When changing an undergraduate major, a graduate program, or a track/concentration within one, **the catalog year will automatically move forward to the current academic year.** As such, the student will be required to complete all general education, major, and minor requirements as outlined in that year's catalog. **If the student prefers to follow the curriculum required in their previous year's catalog, they should first change their major/minor. Once the changes are reflected in GullNet, they should log back in and submit a second request to change the catalog year.**

1. Login to GullNet and click the *Academic Record* tile on your home page.
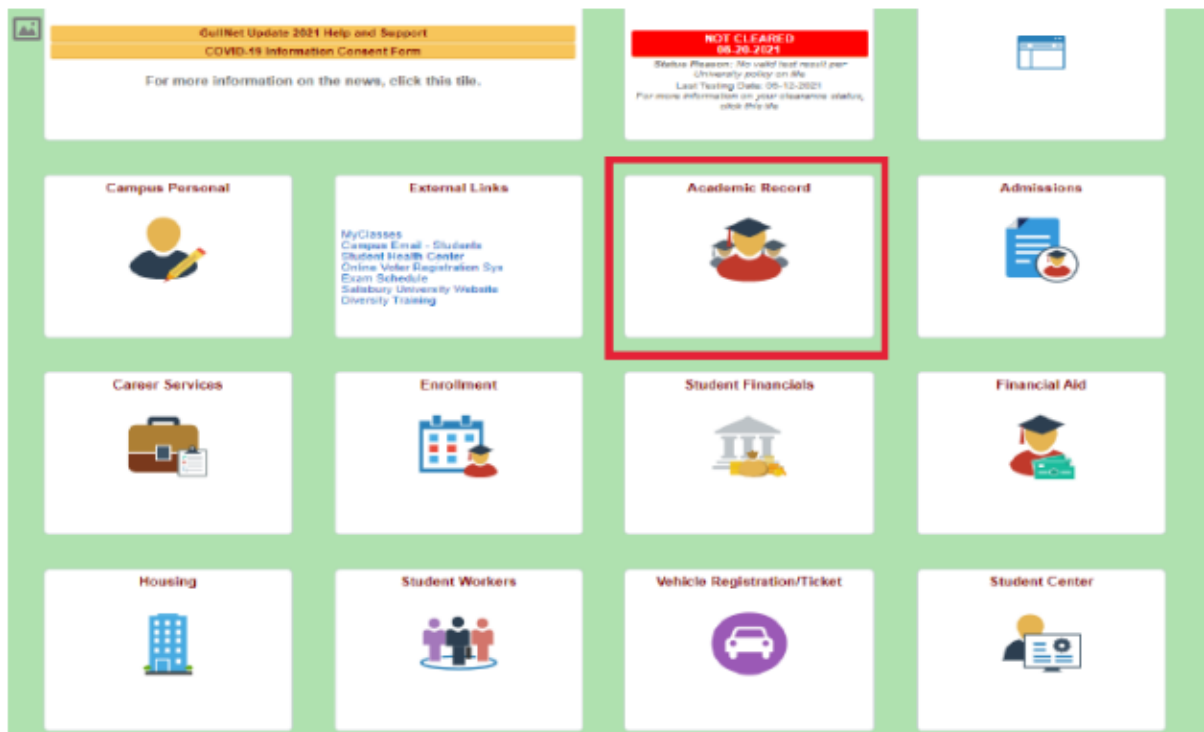


2. Select "**Academic Records Requests**" and then select "**Create a New Request**".

**3.** Choose the appropriate option under Academic Records Changes and follow the steps to submit your request.

## Academic Record Update Request

## Please select one of the following options):

### Order Records

Order Official Transcript
Enrollment Verification - GullNet Self Service
Certification Letter – Processed by Registrar's Office

### Academic Records Changes

Change/Add/Delete Major or Track
Change/Add/Delete Minor
Change Catalog Year
Update Personal Information (Name, DOB, SSN)
Request to Study at Another Institution

### Graduation and Commencement

Apply for Diploma/Graduation
GRAD Request to Participate in Commencement Early
Replacement Diploma

### Exceptions

Application for Clemency
Policy Waiver

### Transfer Credit

Transfer Credit Inquiry

### Registration

Change Course Credit Hours or Grading Basis
Enroll in more than standard credit limit
Enroll in Graduate credit during Senior year
Application for inter-institutional enrollment
Approval Form to Add/Swap a Course
Withdrawal from University

### Records Release

FERPA release
Veteran Benefits Certification

4. After the new department approves your request, please allow 5-8 business days for it to be processed. You can review the status of all pending requests by returning to "**Academic Records Update Request**".