GullNet Change of Major Directions (For Students)

1) Log into GullNet.

2) From the Academics drop-down in your Student Center, select “Academic Record Update Request”. Or use the navigation: Main Menu > SU Custom > Student Records > Requests > Academic Records Requests.
3) Select “Create a New Request”.

4) Choose the appropriate option.

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**Academic Record Update Request**

Please select one of the following options:

- **Change/Add/Delete Major or Track**
- **Change/Add/Delete Minor**
- **Change Catalog Year**

5) Choose the next appropriate option.

Listed below are all of your current majors. If you have an outstanding request affecting an existing major, you will not be able to submit another major CHANGE or DELETE request until the existing request has been completed.

To **CHANGE** or **DELETE** an existing major, click the appropriate option next to the major you want to change.

**Current Major(s)**

- **Academic Career**: Undergrad
  - **Biology-BS (Major)**
  - **Catalog Year**: 2013 - 2013 Fall
  - **Primary Major?**: Yes

To **ADD** a new major, click this this option:

**Additional Major**

6) Use the hourglass to select the appropriate new program. Select “Next”.
7) Verify the change and select “Submit”.

Verify

8) You can review all pending requests by returning to “Academic Records Update Request” (see Step 2).