

GullNet Change of Major Directions (For Students)

1) Log into GullNet.

The screenshot shows the 'Sammy's Student Center' interface. The 'Academics' section is expanded, displaying links for Search, Plan, Enroll, and My Academics. A message box states 'You are not enrolled in classes.' Below this is an 'enrollment shopping cart' link and a dropdown menu with 'other academic...' and a right-pointing arrow. The 'Finances' section is also expanded, showing 'My Account' and 'Financial Aid' links. A message box states 'You have no outstanding charges at this time.' Below this is another dropdown menu with 'other financial...' and a right-pointing arrow.

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.

This screenshot shows the same 'Sammy's Student Center' interface, but with the 'Academics' dropdown menu open. The menu items include: Academic Record Update Request (highlighted), Academic Requirements, Apply for Graduation, Class Schedule, Course History, Enrollment Verification, Enrollment: Add, Enrollment: Drop, Enrollment: Edit, Enrollment: Swap, Grades, Transcript: View Unofficial, Transfer Credit: Report, What-if Report, other academic..., and Demographic Data. The background shows the 'You are not enrolled in classes.' message and the 'enrollment shopping cart' link.

3) Select "Create a New Request".

### Academic Records Update Request

Below is a list of all requests previously submitted and their current status. Click "VIEW REQUEST" to see details of the request. Click "CREATE A NEW REQUEST" to submit a new request.

Please allow 7 business days for your request to be completed. Additional time maybe required during peak periods.

If there are any outstanding Change of Major/Minor requests, you will not be able to submit another request until the existing request has been completed.

[CREATE A NEW REQUEST](#)

Submitted Requests									
Empl ID	Request Status	Request Type	View Request	Submitted By	Submitted Date/Time	Approved By	Approved Date/Time	Advisor Assignment By	Adv Ass Dat

4) Choose the appropriate option.

**Sammy SeaGull**

### 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)	
<p><b>Academic Career:</b> Undergrad</p> <p>Biology-BS (Major)</p> <p><b>Catalog Year:</b> 2138 - 2013 Fall</p> <p><b>Primary Major?</b> Yes</p>	<p><a href="#">CHANGE THIS MAJOR</a></p> <p><a href="#">DELETE THIS MAJOR</a></p>

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


Additional Major
<p><a href="#">ADD AN ADDITIONAL MAJOR</a></p>

6) Use the hourglass to select the appropriate new program. Select "Next".

**Request Type:** Change a Major

Current Major
Biology-BS (Major)
<b>Catalog Year:</b> 2138- 2013 Fall
<b>Primary Major:</b> Yes

Click the hourglass to select a new major to be added.

New Major
Psychology-BA 
<b>Catalog Year:</b> 2156 - 2015 Summer
<b>Should this be your primary major?</b> <input checked="" type="radio"/> Yes <input type="radio"/> No
*The primary major is listed first on your transcript and determines which school you are listed under (Fulton / Henson / Perdue / Seidel).
<b>Additional Comments (Optional):</b>
<input type="text"/>

PREVIOUS

NEXT

7) Verify the change and select "Submit".

Verify

**Request Type:** Change a Major

Current Major
Biology-BS (Major)
<b>Catalog Year:</b> 2138 - Fall 2013
<b>Primary Major:</b> Yes

New Major
Psychology-BA (Major)
<b>Catalog Year:</b> 2156 - Summer 2015
<b>Primary Major:</b> Yes
*The primary major is listed first on your transcript and determines which school you are listed under (Fulton / Henson / Perdue / Seidel).
<b>Additional Comments(Optional):</b>

PREVIOUS

SUBMIT

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