# 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.

- ۸ċ. 2021 Help 1 For more information on the news, click this tile Campus Personal External Links Admissions Career Services Enrollment Student Financials Financial Aid ... ILI Housing Student Workers Vehicle Registration/Ticket Student Center = 0
- 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".

Academic Records Requests							
Request EnrollmentVerification							
🔚 Ny Course History	Academic	Records Update Reque	ist				
Ny Advisors	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.						
View Transfer Credit Report							
📄 Ny Academic Requirements	CREATE A 1	NEW REQUEST					
View What if Report Apply for Graduation	Submitted Requests Personalize   Find   #   = rirst 🗉 1 of 1 🗎 Last						
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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) Reguest to Study at Another Institution

#### Graduation and Commencement

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

# 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

## Exceptions

Application for Clemency Policy Waiver

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".