

INSTRUCTIONS TO STUDENTS

1. Complete all fields clearly using blue or black ink.
2. Select the appropriate **Request Type** (Declare, Change, Add, or Drop major/minor).
3. Indicate your **Catalog Year**. A change of major/minor requires you to follow the catalog in force.
4. Provide both **current** and **requested** academic program information, if applicable.
5. Obtain required signatures from your **advisor(s)** before submission.
6. Submit the completed form to the **Office of Admissions and Records** for processing

DECLARATION/ CHANGE OF ACADEMIC MAJOR/ MINOR

*****Note: Incomplete forms or missing signatures may delay processing*****

Student Name	UOG ID No:
Phone Number(s):	Email Address:
REQUEST TYPE:	
<input type="checkbox"/> Declare Major/ Minor (New Student or Undeclared)	<input type="checkbox"/> Drop Major
<input type="checkbox"/> Change Major	<input type="checkbox"/> Add Minor
<input type="checkbox"/> Add Major (Double Major)	<input type="checkbox"/> Drop Minor
PROGRAM DETAILS:	
<small>Note: For Declare, Current is blank; and For Change, both sections are used</small>	
Current Major(s): _____	New Major(s): _____
Current Minor(s): _____	New Minor(s): _____
REASON FOR REQUEST:	
_____ Student's Signature	
_____ Date	
APPROVALS: <i>For undeclared students, only the signature of new academic advisor is required.</i>	
Catalog Year: _____	Effective Term/Semester: _____
Current Academic Advisor: _____	_____
<small>Print Name and Signature</small>	<small>Date</small>
New Academic Advisor: _____	_____
<small>Print Name and Signature</small>	<small>Date</small>
OFFICIAL USE ONLY	
Processed by: _____ Date: _____	