Request a Change of Major

Overview

Students may request a change of major once per semester, fall, spring, summer – and that major will be in effect for the start of the next semester. Example: Request change of major in October – the new major will take effect in January for the start of the new semester.

Video tutorial: https://zoom.us/rec/share/h4gB-LSQY83OZdX69lSsRgodfN5hOFjGon4qP-FKQg21QQ5PE7xutLI1Br8usZYF.7GDbmCy62vZRLBxp?startTime=1615576700000

1. From your home page find and click the "Academics" application.

Applications
4 items

Finances   Academics   Favorites   Career
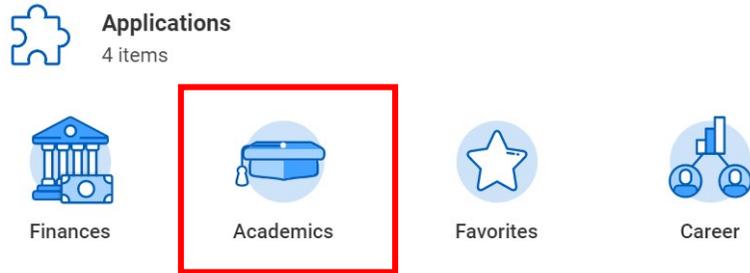
1. Under "Academic Records", click "More" to expand list, choose "Change or Declare a New Major".

Academic Records

View My Grades

View My Academic Record

View My Holds

Request Official Transcript

Change or Declare a New Major

Apply for Program Completion

Request Leave of Absence or Complete Institutional Withdrawal

Less (4)
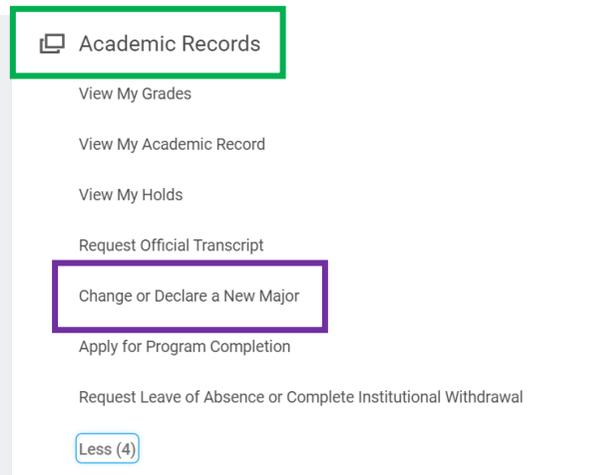
2. Create a Request – In the "Request Type" choose "All" and "Request to declare or change my major". Click "OK"

Tasks can be found by searching key words, for example, entering "major" will return the Request to declare or change my major option.

Create Request

Request Type *   Search

← All

Application for Tuition Credit for Medical Reasons

Course Override / Exemption Request

Honors Program Application

Petition for Non-medical Tuition Credit (NTC)

Request Leave of Absence or Institutional Withdrawal

Request to declare or change my major

OK

Student Request for Academic
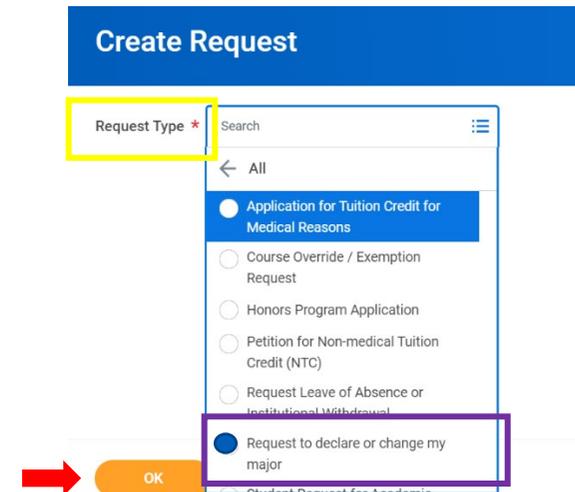
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3. Complete all fields on the next screen (partial screen shot below)

← **Request to declare or change my major**

Students will use this to declare or change their major

Describe the Request ★ I want to change my major

Students may use this form to declare a new major or to change their current major. (Please note that you may not request a change to a selective admission pro programs, please complete the below questionnaire. If you need further information about what major to choose or to see NCC's Areas of Study please visit this l

First Name (Required)

Last Name (Required)

Student ID Number (Required)

4. Find your new major by clicking one of the "Areas of Study".

5. A drop-down box will show all the majors under each Area of Study.

Which Area of Study are you interested in? (Required)

select one ▼

| select one |
| Education |
| Health Sciences |
| Business and Professional Studies |
| Industry and Manufactiring |
| Computer and Information Technology |
| Science, Engineering, and Math |
| Communication, Arts, and Design |
| Humanities |
| Social Science and Human Services |
| General Studies |

6. When all questions on the form are answered click "Submit".

Submit