



## How Do I?

# Change My Undergraduate Major Online

PeopleSoft Version 9

1. **Sign In to LEONet.**

*Remember to use CAPS when entering your User ID.*

2. **To Change Major Online click:**  
Self Service > Change of Major

3. Click on the **Add New Value** tab

4. Click the magnifying glass next to the current major to pull up current major. If applicable, click the magnifying glass next to your current concentration/subplan.

5. Click the magnifying glass next to the new major. Select the new major. If the new major requires a concentration/sub-plan, select one.

6. Click the “Save” button.

7. Remember to Sign Out of PeopleSoft when you have finished your session.

## Change of Major Online Process:

- Once request is submitted, an e-mail notification will be sent to student’s current department for approval.
- After the current department approves the change, an e-mail notification will be sent to the new major department for approval.
- If the new major is approved, an e-mail notification will be sent to student stating that their request to change their major has been approved.
- Students can check their LeoNet Account periodically to confirm if their major has been changed. Please allow 1-2 business days for processing, once both departments have approved the request.
- Students must go to their academic department to make any changes to their major if they have applied to graduate or if they are seeking a double degree or a double major.
- If you are an athlete, you must contact the Assistant Athletic Director for Academic Affairs regarding your change of major.
- A student cannot change their major unless they are eligible to enroll

## To check the status of your Change of Major:

1. **Sign In to LEONet**

*Remember to use CAPS when entering your User ID.*

2. Click **Change Major Online::**  
Self Service > Change of Major

3. Click on the **Find an Existing Value** tab

4. Select the request date.