

#### Changing Your First Major, Second Major/Accelerated Program, Concentrations, and Pre-Professional Advising Area with DocuSign

- 1. Access the Change of Major form directly by clicking here.
- 2. You can also access the form by navigating to the <u>Academic Records Forms page</u>, and clicking on the **Major/Concentration Change** link under the DocuSign Forms heading.
- 3. Log in with your SRU username and password. You may be logged in automatically if you have recently signed in with your SRU username and password elsewhere.
- 4. From the Change of Major landing page, select the appropriate choice depending on which area you wish to change. For instructions on each, please navigate to the appropriate page listed below:
  - Change your First Major ..... Page 2.
  - Add or Remove a Second Major/Accelerated Program (3+/4+) ... Page 4.
  - Change, Add, or Remove a **Concentration** ...... **Page 7**.
  - Add or remove a **Pre-Professional Advising Area** ...... **Page 9**.

Please contact the Office of Academic Records & Registration if you have any questions or experience any technical issues.

# Phone: 724.738.2010 Email: academic.records@sru.edu Change of First Major

Use this option if you wish to change your first major. Your first major is your primary area of study while you are a student at Slippery Rock University.

1. Click the First Major Change option to change your first major.

First Major Change Second Major Change Change of Concentration Change of Pre-Professional Advising Area

- 2. Your Banner ID, name, and current first major will populate automatically.
- 3. To select a new major, do one of the following:
  - In the **New First Major box**, start typing the name of the new major. Matching majors will appear in a drop-down menu as you type. Select the new major from here.
  - Or, click Currently Available Majors to access a full list of majors, and then click the name of the major you want. The major you selected will populate the New First Major box.

First Major/O	Concentration Change
Banner Id	
T0000001	
Student Name	
Test Student0001	
Current First Major	
Biology/Professional	
New First Major	
No Major Selected	
Cu	rrently Available Majors
Undergra	aduate Academic Majors Policy
	Review & Sign

4. Click **Review & Sign** when you are ready to submit your request.

#### Review & Sign

5. Carefully review your choices, and verify the information is correct before clicking **Accept**. If the information is not correct, click Discard to start again.



- 6. You will be redirected to DocuSign.
- 7. Review the directions shown and click **Continue**.

	Please Review & Act on These Documents	Slippery <b>Rock</b> University
	Academic Records DEMO Sippery Rock University of Pennsylvania DEMO	r Providena Powerd by <b>DocuSign</b>
	Please review and sign your Change of Major form by clicking the "Sign" button on the Student Signature line, then click the "Finish" button, Decusign will automatically forward your Change of Major form to the appropriate individuals for approval. You will receive an email notification once the Office of Academic Records & Registration processes your Change of Major request. View Less	
ſ	Please read the Electronic Record and Signature Disclosure	CONTINUE OTHER ACTIONS -

- 8. Click **Sign** to affix your digital signature to the Student Signature line.
- 9. Click Finish to submit your request.

Please review the documents below.		FINISH OTHER ACTIONS +
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START	Douding Envelope ID: 32808757-63004 0880-A875-61807A82113 SlipperyReck University	-
	Request for Change of First Major/Concentration	
	BANNER ID <u>T00000001</u> NAME_ <u>Student0001</u> Test Last Name First Middle	
	Current First Major: 6108/PRFL : Biology/Professional	
	New/Requested First Major: <u>6 08 : Biology</u> - BA	
	Current Second Major (If Applicable): <u>6SPB : Biology-Pre Phys. Asst-SRU 3+2</u>	
	Student's Signature         2/1/2022	

10. DocuSign will forward your request to the department of your chosen new major. Once the department approves your new major, your form will be forwarded to the Office of Academic Records & Registration for processing. You will receive an email once Academic Records processes your request.

Please contact the Office of Academic Records & Registration if you have any questions or experience any technical issues.

### Phone: 724.738.2010 Email: <u>academic.records@sru.edu</u> Change of Second Major/Accelerated Program (3+/4+)

Use this option if you wish to add, remove, or change a secondary major or if you wish to add or remove an accelerated program (3+/4+). Please note, class level restrictions apply to

accelerated programs.

1. Click **Second Major Change** button to add or remove a secondary major or accelerated program (3+/4+).

ſ	First Major Change Second Major Chang	ge Change of Concentration Change of Pre-Professional Advising Area	1
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- 2. Your Banner ID, name, and current second major, if applicable, will populate automatically.
- 3. To **declare** a second major **or** replace an existing second major with a new second major, do one of the following:
  - In the New Second Major box, start typing the name of the major you wish to declare. As you type, matching majors will appear in a drop-down menu. Select the new major from here.
  - Or, click Currently Available Majors to access a full list of all majors, and then click the name of the major you want. The major you selected will populate the New Second Major box.

Second Major/Concentration Change
Banner Id
T00000001
Student Name
Test Student0001
Current Second Major Important
Biology-Pre Phys. Asst-SRU 3+2
Remove 2nd Major/Degree?
New Second Major
No Major Selected
O Degree O Major Important
Currently Available Majors
Undergraduate Academic Majors Policy
Review & Sign

4. If you are adding a new second major, you must select whether you wish to earn one degree with two majors or earn two degrees. Review the policy below carefully:

A student may earn one degree with two majors or two degrees simultaneously. **To earn one degree with two majors**, you must earn at least 120 credits overall, meet the requirements of the first degree, and meet the major requirements of the second major. You will receive one diploma which will indicate the degree of your first major. Your transcript will identify your first and second majors.

**To earn two degrees**, you must have at least 150 credits overall and meet the degree requirements for both the first major and the second major. Furthermore, if your first or second degree is a Bachelor of Arts, you must meet the modern language requirement of the Bachelor of Arts degree. You will receive a diploma for each major.

- To earn **one degree with two majors**, select the **Major** button.
- To earn **two degrees**, select the **Degree** button. Please note, if your second degree type differs from your first degree (e.g. BA and BS), your Rock Audit will only show one degree at a time. You must use the Degree field in your Audit to select the degree requirements you wish to view.
- **If you change your mind** later, please contact Academic Records at <u>academic.records@sru.edu</u> or 724.738.2010.

anner Id	
T00000001	
Student Name	
Test Student0001	
Eurrent Second Major Important	
Biology-Pre Phys. Asst-SRU 3+2	
Remove 2nd Major/Degree?	
New Second Major	
Chemistry - BS	Remove
I understand that to earn a 2nd major, I must com & all the academic requirements for that major. To must complete at least 150 credits & all the acade degree. If I wish to earn a 2nd degree that is a Bac complete the university's modern language profic is not required for a 2nd major	plete at least 120 credits o earn a second degree, I mic requirements for that thelor of Arts, I must iency at the 103 level. This
Degree OMajor Important	rc
currently Available major	- Dellas

5. To **remove** an existing second major **without** adding a new second major, click the **Remove 2**<sup>nd</sup> **Major/Degree checkbox.** 

Second Major/Concentration Change
Banner Id
T00000001
Student Name
Test Student0001
Current Second Major Important
Biology-Pre Phys. Asst-SRU 3+2
Remove 2nd Major/Degree?
Currently Available Majors Undergraduate Academic Majors Policy
Review & Sign

6. Once you have made your changes, click **Review & Sign.** 



7. Verify the information is correct and click **Accept.** If the information is not correct, click Discard to start again.



- 8. You will be redirected to DocuSign.
- 9. Review the directions shown and click **Continue**.



- 10. Click **Sign** to affix your digital signature to the Student Signature line.
- 11. Click **Finish** to submit your request.

Please review the documents below.			FINISH OTHER ACTIONS +	
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START	Courses Environ D. 3654000 COBB-402 AD 17 GOBUSTEZEND Slippery <b>Rock</b> University	DBLOOM ET ANT TO LE COLUMNET ON LY Provide OF TO LE COLUMNET, LE COLUMNET DE COLUMNET 999 Str. Ave. Salar 1700 - Southe - Washington 98104 - (208) 219-0200 www.docusign.com		^
	Request for Change of Second	Major/Concentration		
	BANNER ID <u>T00000001</u> NAME <u>Student0001</u> Last Name	Test First Middle		
	Current First Major: 6108/PRFL : Biology/Professional			
	Current Second Major (If Applicable): 6SPB : Biology-Pre Phys.	Asst-SRU 3+2		
	New Requested Second Major. 6118 : Chemistry : BS	Degree: Or Major; 20 2/1/2022 Student Date Signed		

12. Your Change of Major form will be forwarded to the department of your chosen second major. Once the department approves your new second major, your form will be forwarded to the Office of Academic Records & Registration for processing. If you are only removing a second major, your request will be forwarded directly to Academic Records for processing. You will receive an email once Academic Records processes your request.

Please contact the Office of Academic Records & Registration if you have any questions or experience any technical issues.

Phone: 724.738.2010

Email: academic.records@sru.edu

## Change of Concentration

Use this option if you wish to change your concentration(s) under your first or second major, or if you wish to add or remove a second concentration. If you wish to remove your first concentration and are not replacing it with a new concentration, use the Change First Major option instead.

1. Click the **Change of Concentration** button to change an existing concentration, add a new concentration, or remove a concentration.



2. Select the major whose concentration you wish to change.

	Concentration Change ×	_
Sec	Please select which major you would like to make concentration changes to:	Pre-Pr
	First Major Second Major	

- 3. Your Banner ID, name, and current first and second major and their concentrations will populate automatically.
- If you wish to add/replace a first concentration to your major, use the New First Concentration drop-down menu to select a concentration. Not all majors have concentrations. Only concentrations for the chosen major will appear.
- If you wish to add/replace a second concentration to your major, use the New Second Concentration drop-down menu to select a second concentration. Not all majors have concentrations. Only concentrations for the chosen major will appear.

Banner Id	
T00000001	
Student Name	
Test Student0001	
Current Major	
Political Science	
Current First Concent Law & Politics	ration
Current First Concent Law & Politics New First Concentrat Please Select	ration on
Current First Concent Law & Politics New First Concentrat Please Select Current Second Conc	on •
Current First Concent Law & Politics New First Concentrat Please Select Current Second Concent New Second Concent	on • •
Current First Concent Law & Politics New First Concentrat Please Select Current Second Concent New Second Concent Please Select	ration

**NOTE:** If you wish to **remove** the **first** concentration, please return to the landing page and instead choose the First Major Change or Second Major Change button, depending on which major you are changing. Follow the Change of First or Second Major directions.

6. Once you have made your changes, click **Review & Sign.** 



7. Verify the information is correct and click **Accept.** If the information is not correct, click Discard to start again.

	Concentration Change		×
B	First Concentration: Law & Politics to General Political Science		
St	Second Concentration: N/A to International Politics		
		Discard	Accept

- 8. You will be redirected to DocuSign.
- 9. Review the directions shown and click Continue.

Please Review & Act on These Documents			SlipperyRock University Promotion Powered by <b>DocuSign</b>
Please review and sign your Change of Major form by clicking the "Sign" "Finish" button. DocuSign will automatically forward your Change of Major will receive an email notification once the Office of Academic Records & R View Less	Please review and sign your Change of Major form by clicking the "Sign" button on the Student Signature line, then click the "Finish" button. Decusign will automatically forward your Change of Major form to the appropriate individuals for approval. You will receive an email notification once the Office of Academic Records & Registration processes your Change of Major request. View Less		
Piease read the <u>Bectronic Record and Signature Disclosure</u> .		CONTINUE	OTHER ACTIONS +

- 10. Click **Sign** to affix your digital signature to the Student Signature line.
- 11. Click **Finish** to submit your request.
- 12. Your Change of Concentration form will be forwarded to the department of your chosen new concentration. Once the department approves, your form will be forwarded to the Office of Academic Records & Registration for processing. If you are only removing a second concentration, your request will be forwarded directly to Academic Records for processing.
- 13. You will receive an email once Academic Records processes your request.

Please contact the Office of Academic Records & Registration if you have any questions or experience any technical issues.

Phone: 724.738.2010

Email: academic.records@sru.edu

# **Change of Pre-Professional Advising Area**

Use this option if you wish to add or remove a pre-professional advising area.

1. Click Change of Pre-Professional Advising Area.

First Major Change Second Major Change Change of Concentration Change of Pre-Professional Advising Area				
	First Major Change	Second Major Change	Change of Concentration	Change of Pre-Professional Advising Area

- 2. Your Banner ID and name will populate automatically.
- 3. Use the **Pre-Professional Advising Area drop-down menu** to select the area you wish to add or remove.
- 4. Under the **Action Taken** heading, choose whether you wish to **Add** or **Remove** the pre-professional advising area you selected in Step 3.

Banner Id	
T00000001	
Student Name	
Test Student0001	
Pre-Professional Advisin Please Select	g Areas"
Action Taken*	

Review & Sign

6. Verify the information is correct and click Accept. If the information is not correct, click

5. Once you have made your changes, click **Review & Sign.** 



- 7. You will be redirected to DocuSign.
- 8. Review the directions shown and click Continue.



- 9. Click **Sign** to affix your digital signature to the Student Signature line.
- 10. Click **Finish** to submit your request.

Please review the documents below.		FINISH OTHER ACTIONS -			
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START	Devidige Envelope ID 85057071-0715-033-AB75-B3772598404 SlipperyReck University*	2000) 219-6000			
	Request for Change of Pre-Professional Advising Area				
	BANNER ID <u>T00000001</u> NAME_Student0001 Test Last Name First Middle	-			
	Action: _Add				
	Pre-Professional Advising Area:_PA_Pee_Phys Asst-Traditional-SRU	-			

11. Your Pre-Professional Advising Area form will be forwarded to the Office of Academic Records & Registration for processing, and you will receive an email upon completion.

Please contact the Office of Academic Records & Registration if you have any questions or experience any technical issues.

Phone: 724.738.2010

Email: academic.records@sru.edu