



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 [Academic Records Forms page](#), 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.

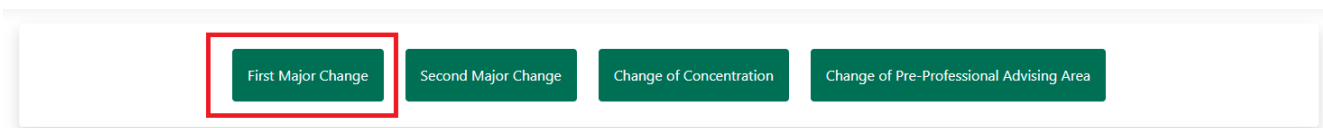
Phone: 724.738.2010

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.

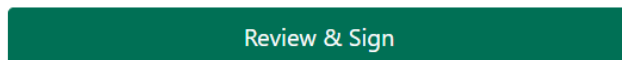
1. Click the **First Major Change** option to change your first major.



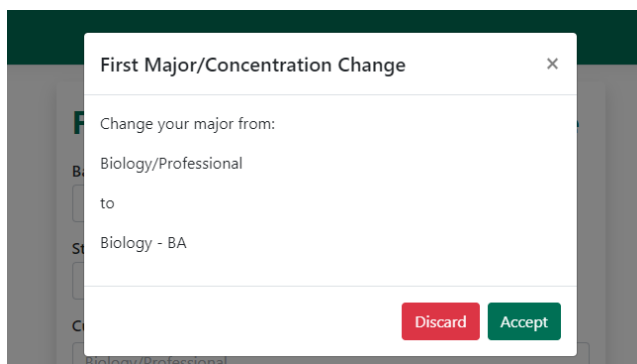
- Your Banner ID, name, and current first major will populate automatically.
- To select a new major, do one of the following:

- 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.

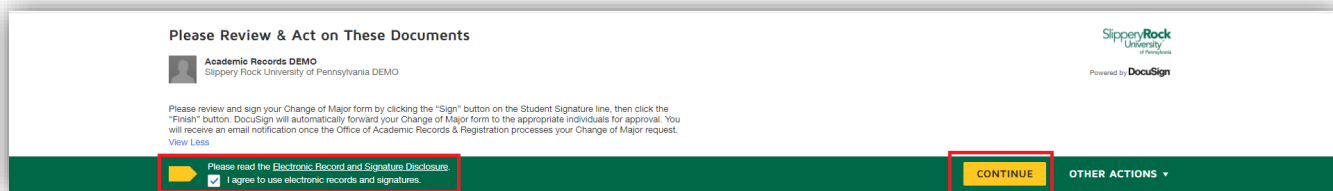
- Click **Review & Sign** when you are ready to submit your request.



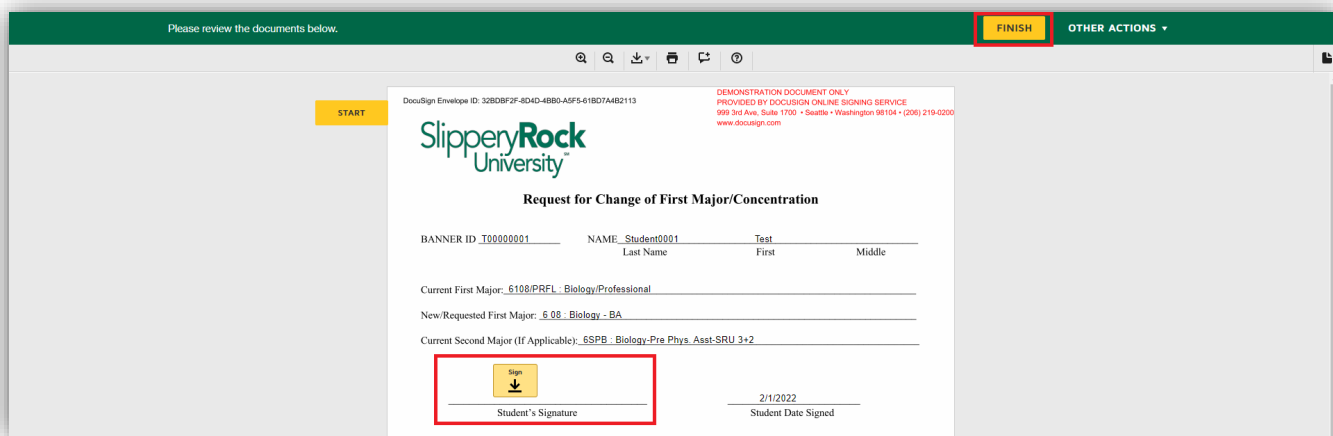
- Carefully review your choices, and verify the information is correct before clicking **Accept**. If the information is not correct, click Discard to start again.



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



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



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

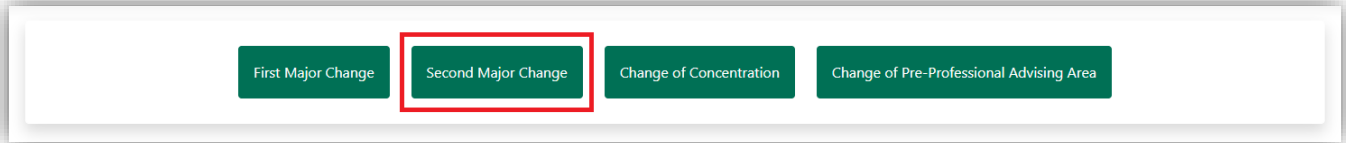
Email: academic.records@sru.edu

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+).



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.

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 academic.records@sru.edu or 724.738.2010.

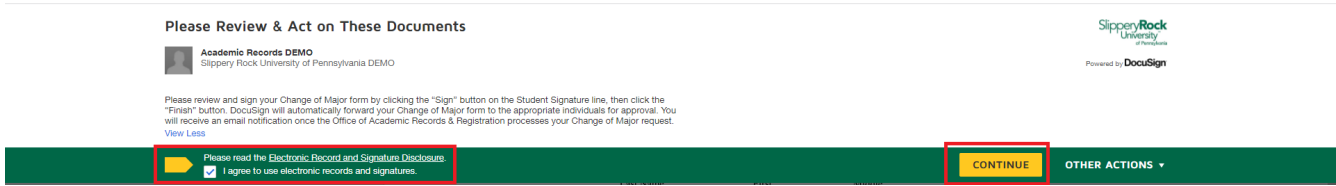
5. To **remove** an existing second major **without** adding a new second major, click the **Remove 2nd Major/Degree** checkbox.

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

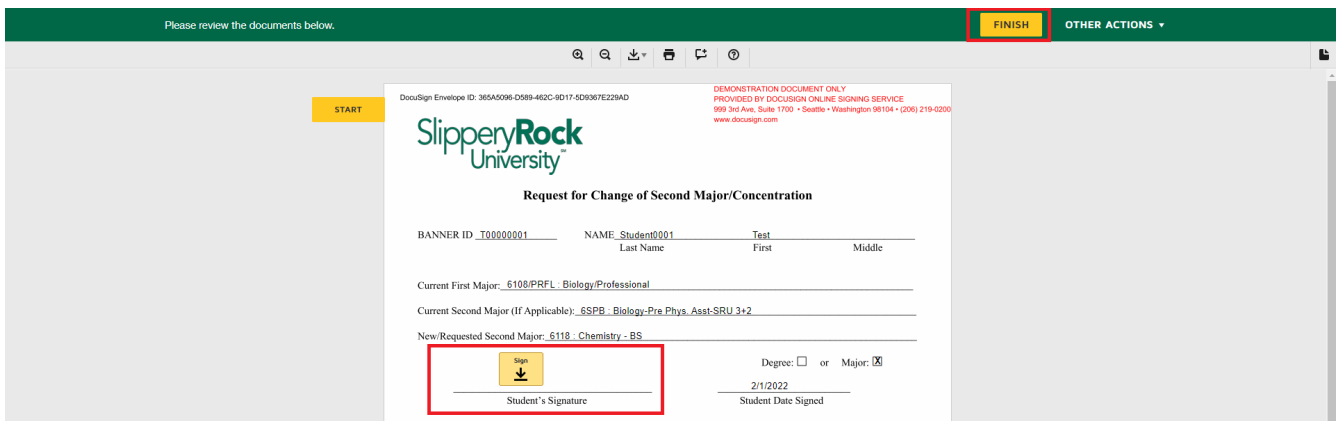
Review & Sign

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

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



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



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.

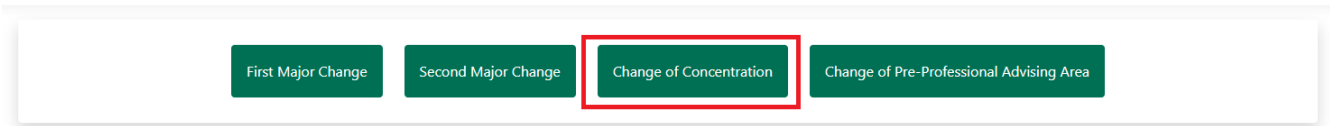
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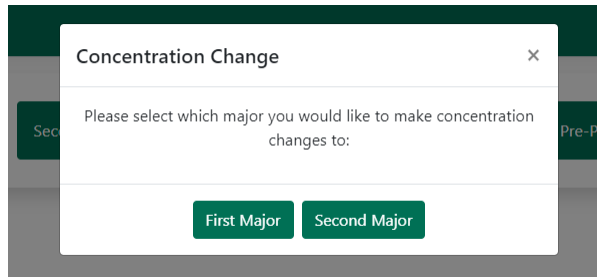
Change of Concentration

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.

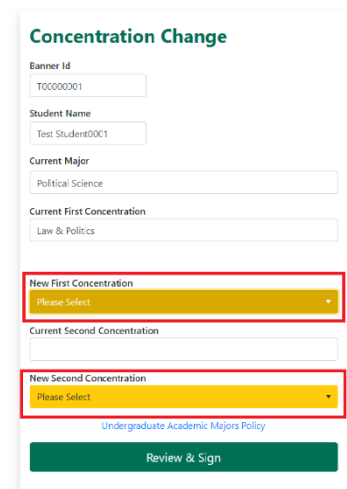
1. Click the **Change of Concentration** button to change an existing concentration, add a new concentration, or remove a concentration.



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

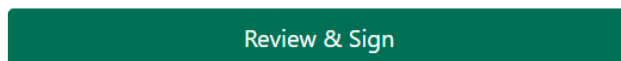


3. Your Banner ID, name, and current first and second major and their concentrations will populate automatically.
4. If you wish to **add/replace a first concentration** to your major, use the New First Concentration drop-down menu to select a concentration. Not all majors have concentrations. Only concentrations for the chosen major will appear.
5. 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.

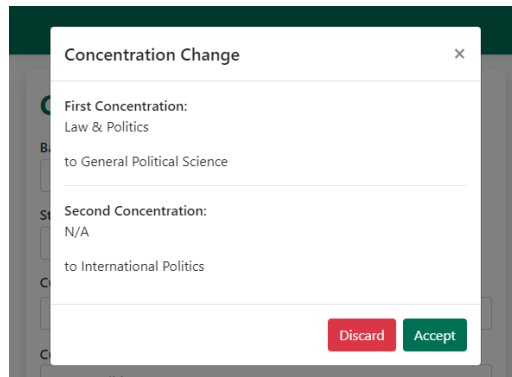


NOTE: If you wish to **remove** the **first** concentration, please **return to the landing page and instead choose the First Major Change or Second Major Change button**, depending on which major you are changing. Follow the Change of First or Second Major directions.

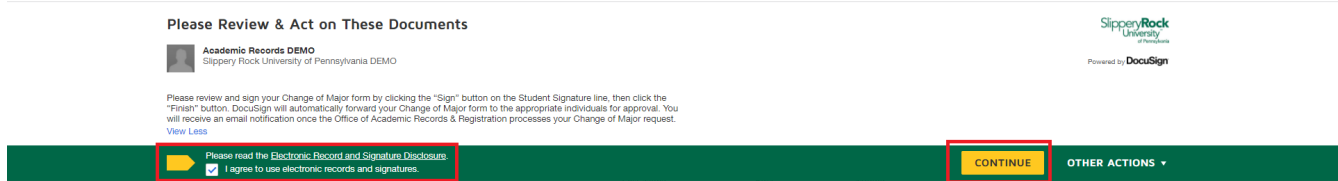
6. Once you have made your changes, click **Review & Sign**.



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



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.
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.

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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**.

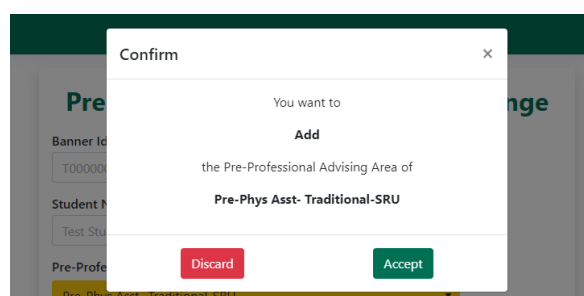


2. Your Banner ID and name will populate automatically.
3. Use the **Pre-Professional Advising Area drop-down menu** to select the area you wish to add or remove.
4. Under the **Action Taken** heading, choose whether you wish to **Add** or **Remove** the pre-professional advising area you selected in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

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



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



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

Please Review & Act on These Documents

Academic Records DEMO
Slippery Rock University of Pennsylvania DEMO

Slippery Rock University of Pennsylvania
Powered by DocuSign

Please review and sign your Change of Major form by clicking the "Sign" button on the Student Signature line, then click the "Finish" button. DocuSign 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](#)

Please read the [Electronic Record and Signature Disclosure](#).
 I agree to use electronic records and signatures.

CONTINUE OTHER ACTIONS ▾

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 ▾

DocuSign Envelope ID: 85C87C71-0715-4633-AB75-B3772359F404

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www.docuSign.com

SlipperyRock University

Request for Change of Pre-Professional Advising Area

BANNER ID: T00000001 NAME: Student0001 Test
Last Name First Middle

Action: Add

Pre-Professional Advising Area: PA - Pre-Phys Asst- Traditional SRU

Sign
Student's Signature

2/1/2022
Student Date Signed

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.

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