

Office of the Registrar  
 Add/ Change of Degree, Major, Minor, or Certificate Form

Name \_\_\_\_\_ Student ID \_\_\_\_\_

Email Address \_\_\_\_\_ Phone \_\_\_\_\_

**FROM or REMOVE**

**TO or ADD**

Catalog Year \_\_\_\_\_

Catalog Year \_\_\_\_\_

Major 1 \_\_\_\_\_

Major 1 \_\_\_\_\_

Major 2/Minor \_\_\_\_\_

Major 2/ Minor \_\_\_\_\_

Certificate \_\_\_\_\_

Certificate \_\_\_\_\_

Teacher's Cert \_\_\_\_\_

Teacher's Cert \_\_\_\_\_

Concentration 1 \_\_\_\_\_

Concentration 1 \_\_\_\_\_

Concentration 2 \_\_\_\_\_

Concentration 2 \_\_\_\_\_

Concentration 3 \_\_\_\_\_

Concentration 3 \_\_\_\_\_

Concentration 4 \_\_\_\_\_

Concentration 4 \_\_\_\_\_

**STUDENTS - READ AND SIGN BELOW:**

I understand that this form does not complete the change of degree process and that I must schedule an appointment with the appropriate advisor to review program requirements. I understand that I must meet all of the graduation requirements for the new major, minor, or certificate as stated in the catalog of the effective term. Any change to my current degree could extend my graduation date.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Advisor Signature \_\_\_\_\_ Date \_\_\_\_\_

**Instructions for students**

- 1) Complete the top section with your name, ID, Email address, and Phone Number.
- 2) Complete the next section according to what action you are taking below
  - a. If you are doing a major change (going from one major, minor, concentration, or certificate to another) complete **both** the **From or Remove** column and **To or Add** column.
  - b. If you are removing a major, minor, concentration or certificate complete **only** the **From or Remove** column.
  - c. If you are adding a major, minor, concentration or certificate complete **only** the **To or Add** column.
  - d. If you are requesting a catalog year change complete **both** the **From or Remove** column and **To or Add** column.
- 3) Sign in the blank for Student Signature
- 4) Obtain your Advisor's Signature by emailing [advising@untDallas.edu](mailto:advising@untDallas.edu) or at the Student Solutions Center in the Student Center Building.
- 5) Submit form to the Office of the Registrar at [registrar@untDallas.edu](mailto:registrar@untDallas.edu) or at the Student Solutions Center in the Student Center Building.

**Instructions for Advisors**

- 1) Review the form and advise the student on how this change will affect their degree completion.
- 2) Sign the form and return it to the student

Student obtains form from Registrar's Office

Student completes form, signs, and obtains advisor signature

Advisor reviews and advises student, signs form, and returns to student

Student submits form to Registrar's Office for processing