1) Begin at Advisee Student Center and click on Advisor Request in the drop down menu.
2) Click on *Create a New Request*.
   a. Note: If any previous advisor requests have been submitted for this student, they will also show on the screen below.

3) From the drop down menu, select *Change of Major/Minor* as the request type.
4) Complete the required fields. In the comments box, please be clear whether the student is changing their major/minor or adding an additional major/minor. Be sure to select **Submit** in the drop down menu in the “Request Status” box. Finally, click **Apply** and then **OK**.

Example: Student is currently pursuing a BA: Psychology but is requesting to change major to BA: English. Advisor would enter:

- **Major:** (C) BA in English
- **Comments:** Currently BA: Psychology

*Reminder: Be sure to choose “SUBMIT” from the drop down menu in the Request Status Box, and then click “OK” at the bottom to finalize this process.*