Changing a Major, Minor, or Concentration

Any major add or change requests must be made by 5:00pm on Wednesday of Week 2 to be effective that semester. Requests made after Wednesday of Week 2 will be effective the following semester.

Any minor or concentrations add or change requests will become effective the current semester, regardless of when submitted.

Any major or minor drops become effective immediately in the current semester.

Curriculum add or change requests require advisor approval. Please contact the advisor of the major/minor/concentration you are adding PRIOR TO using this request system. Dropping a double major, second degree, minor or concentration does not require advisor approval.

Curriculum changes may result in an adjustment to your student bill. Please contact the Student Financial Services Center with billing questions.

Go to the Current Students tab of MyMichiganTech and select Request to change major/minor/concentration under Academic Programs and Advisors:
You will be brought to the curriculum change portlet home page. This page lists your current degree information and any recent curriculum change requests.

The curriculum change portlet home page allows you to select either of the following options:

**Update Major** – use to update major, concentration, and/or minor in ONE request

**Update Minor** – use to update minor ONLY

Help text is available by clicking on the blue question marks. A box with help text will appear:

**Update Major** – may be used to update your major, concentration, and/or minor

**Update Minor** – may be used to update your minor ONLY
Update Major – Changing Your Major

From the home page, select ‘Update Major’ and you will be brought to the Update Major Request screen.

Please see the undergraduate catalog for a better understanding of a Double Major versus an Additional Degree (or a second degree): https://www.mtu.edu/catalog/degrees/options/
Note: some majors require a concentration. If this is true for the curriculum you add, you must select a concentration to move on.

If you would like to add a minor at the same time, follow these instructions:

1.) Select **Add a Minor**
2.) Select the minor
3.) Select **Submit**
You will be asked to confirm the request:

If everything looks okay, select Submit again.

You should see confirmation text:

Select Close to go back to the home page.

The curriculum change portlet homepage will now show pending requests:

If you have a pending request, you will not be able to submit another request. You must wait for a decision on the pending request first (or cancel the outstanding request).

You will receive a confirmation email for each request made.
Update Major – Changing Your Concentration

To update your concentration, use the ‘Update Major’ option. You will be brought to the Update Major Request screen. Use the pull down menu.

1.) Select the new concentration
2.) Select Submit

Update Major – Adding Additional Concentrations

To update your concentration, use the ‘Update Major’ option. You will be brought to the Update Major Request screen. Use the Add a Concentration Button:

1.) Select the Add a Concentration button
2.) A New Concentration pulldown will appear – Select the new concentration
3.) Click Submit
The Curriculum Change Portlet cannot be used to drop a concentration alone. To drop a concentration, contact Degree Services within the Registrar’s Office: degree@mtu.edu.

**Update Major – Dropping Your Major**

From the home page, select ‘Update Major’ and you will be brought to the Update Major Request screen.

1. Select the major you would like to drop
2. Select Drop Major
3. Select Submit

Add any notes here

**Note:** if you only have one degree and you attempt to drop it, you will receive an error message. You may instead wish to use the Change Major option.

**Update Major – Dropping a Degree**

If you have two degrees and wish to drop one degree, follow the steps above except select Drop Degree (instead of Drop Major).

Please see the undergraduate catalog for a better understanding of multiple majors (Double Majors) versus multiple degrees (Additional Degrees): [https://www.mtu.edu/catalog/degrees/options/](https://www.mtu.edu/catalog/degrees/options/)
Update Minor – Change, Drop, or Add

From the home page, select ‘Update Minor’ and you will be brought to the Update Minor Request screen.

In the example above, the individual already has one minor (Aerospace Engineering).

To change the minor, use the pull-down menu.

To drop the minor, select the Drop Minor box.

To add additional minors, select the Add a Minor button.
If the individual did not already have a minor, they would see a screen similar to this:

After the Submit button is selected, the request must be confirmed.
You will see a confirmation message.
Select Close to go back to the home page.
The Request History section of the curriculum change portlet homepage will now show your request.
You will receive a confirmation email for each request made.

If you have any questions, please contact your advisor or Degree Services at degree@mtu.edu.