

# 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**:

The screenshot shows the MyMichiganTech student portal. The navigation bar includes 'Home Community', 'Welcome', 'Prospective Student', 'Chat with Admissions', 'Current Students' (circled in red), 'Financial Aid', 'Huskycard Photo Upload', 'Housing', and 'Secure Message'. The 'Current Students' section displays 'My Status' with 'M number: 0000-00000', 'Status: Active student', and 'Class: Senior'. It also shows 'Current Account Balance', 'Academic Information' (Estimated Graduation Term: Spring 2018), 'Course Registration Status' (Good), 'Grade Point Average (GPA)' table, and 'Transfer Articulation and Advanced Placement Credit'. The 'Academic Programs and Advisors' section lists 'BS, Management' and 'BS, Marketing', with the 'Request to change major/minor/concentration' link circled in red.

	Attempted Credits	Earned Credits	GPA Credits	GPA
Cumulative - UG	18.00	18.00	18.00	3.00
Management	18.00	18.00	18.00	3.00

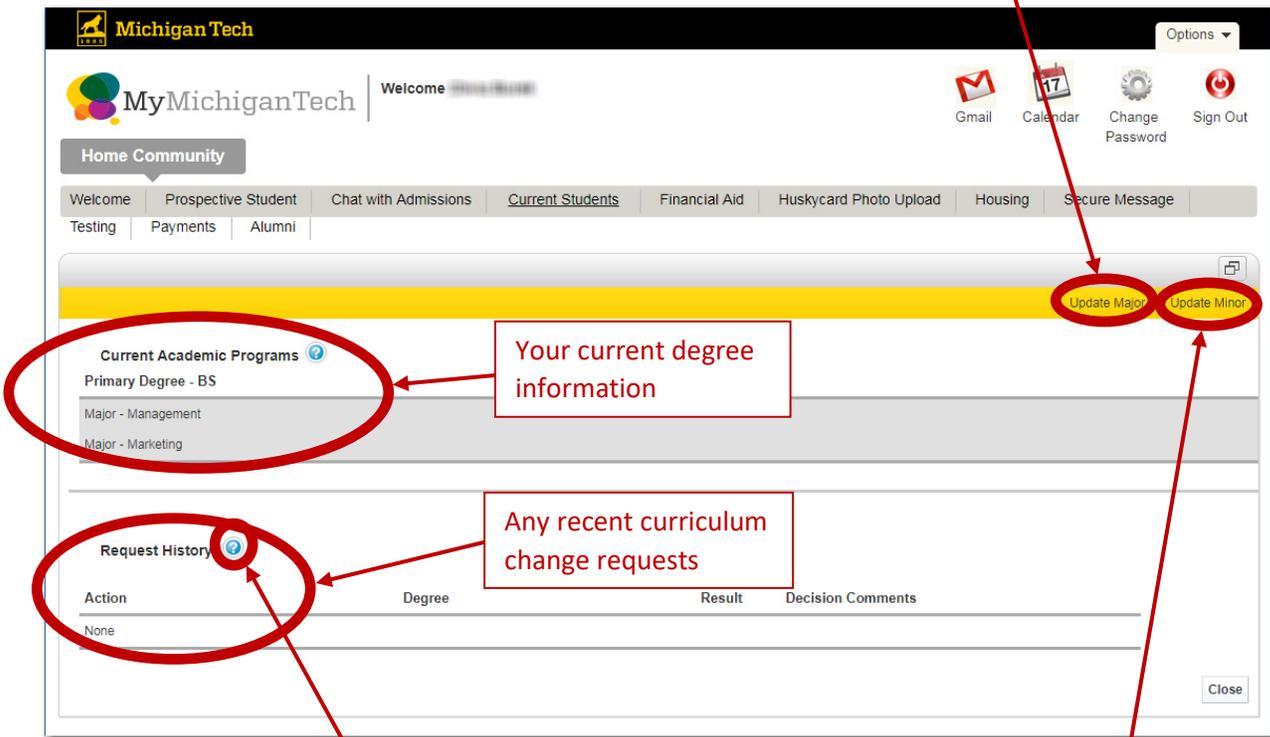
You will be brought to the curriculum change portlet home page. This page lists your current degree information and any recent curriculum change requests.

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

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

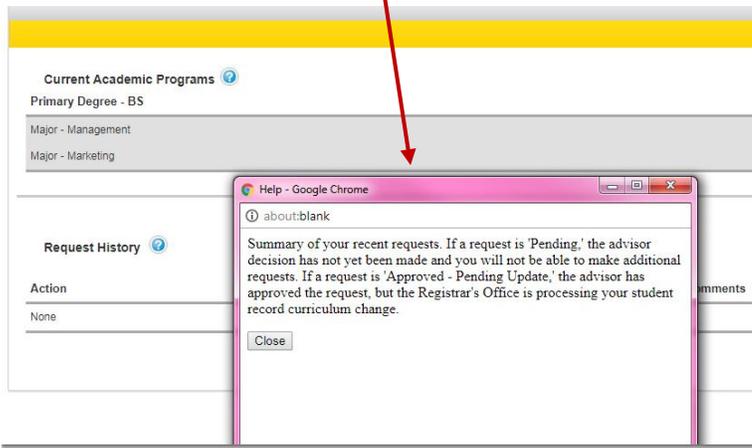


Your current degree information

Any recent curriculum change requests

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

**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.

The screenshot shows the 'Update Major Request' interface. At the top, there are tabs for 'Update Major' and 'Update Minor'. Below this, the 'Current Academic Programs' section is circled in red and contains the following information:

- Primary Degree - BS
- Major - Management
- Major - Marketing

Below the current programs, there is a note: "Curriculum change requests must be made by 5:00pm on Wednesday of Week 2 to be effective that semester. Curriculum change requests made after Wednesday of Week 2 will be effective the following semester. (Pending advisor approval)." and another note: "NOTE: Curriculum changes may result in an adjustment to your student bill. Please contact the Student Financial Services Center with billing questions."

The 'Update Major Request' section is also circled in red. It features a 'Select Major' dropdown menu currently showing 'Primary Degree (BS) - Management'. Below the dropdown are buttons for 'Add Major' and 'Change Major'. There are also checkboxes for 'Drop Degree' and 'Drop Major', and a button for 'Add a Concentration'. Below this is the 'Update Minor Request' section with an 'Add a Minor' button. At the bottom, there is a 'Request Notes' text area and 'Submit' and 'Cancel' buttons.

**Your current degree information**

**Your degree information will show in the pull down – if you have a double major, both majors will be listed as the 'Primary Degree' (as with this example). If you have TWO DEGREES, both will be listed. In this example, the student has two majors (not two degrees). See the following picture.**

This close-up screenshot shows the 'Select Major' dropdown menu. The menu is open, displaying the following options:

- Primary Degree (BS) - Management
- Primary Degree (BS) - Management
- Primary Degree (BS) - Marketing
- Add Second Degree

The first two options are circled in red. Below the dropdown are checkboxes for 'Drop Degree' and 'Drop Major'.

**If you are changing from one major to another, leave this pull down as is (with your primary degree showing).**

**In most cases, there will be one primary degree; but since this example has two majors, either primary degrees may be selected.**

**Add Second Degree should be used ONLY if you intend to add an additional degree.**

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/>

**Update Major Request** ?

Select Major  
 Primary Degree (BS) - Management ▼

Drop Degree  Drop Major

Select **Change Major**

**Update Major Request** ?

Select Major  
 Primary Degree (BS) - Management ▼

To Major  
 Accounting ▼

Drop Degree  Drop Major

Select the major you wish to add

**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**

**Update Major Request** ?

Select Major  
 Primary Degree (BS) - Marketing ▼

To Major  
 Accounting ▼

Drop Degree  Drop Major

**Update Minor Request** ?

Add a Minor  
 Global Business ▼

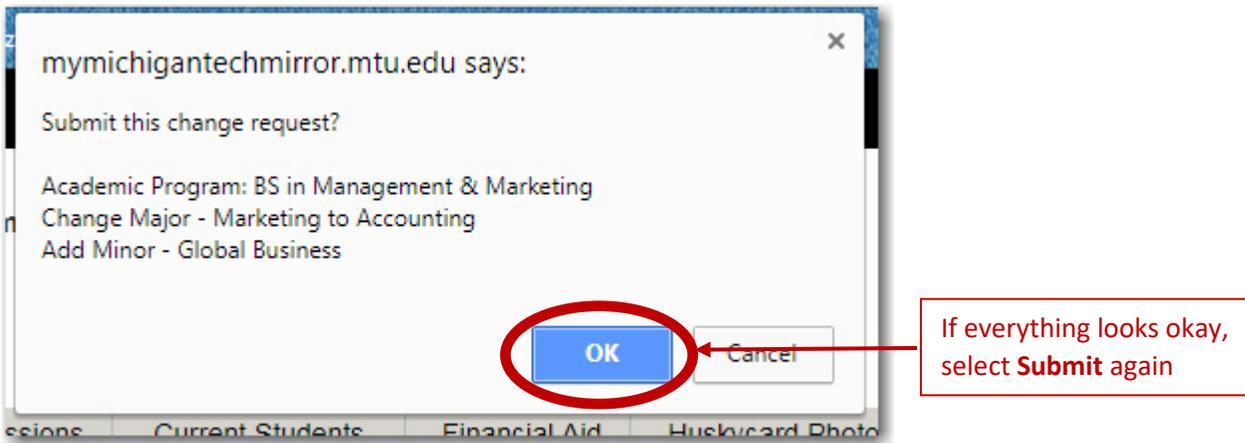
Request Notes  
 TESTING/ Changing double major to Accounting and adding Global Business minor. TESTING

2.) Select the minor

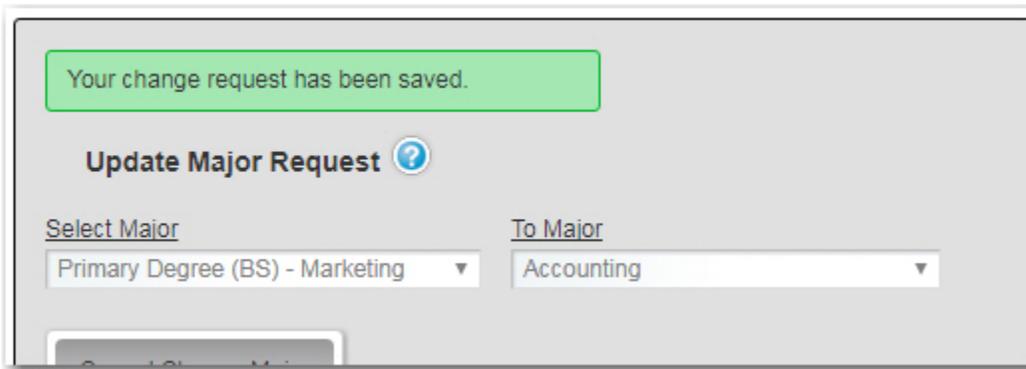
1.) Select **Add a Minor**

3.) Select **Submit**

You will be asked to confirm the request:

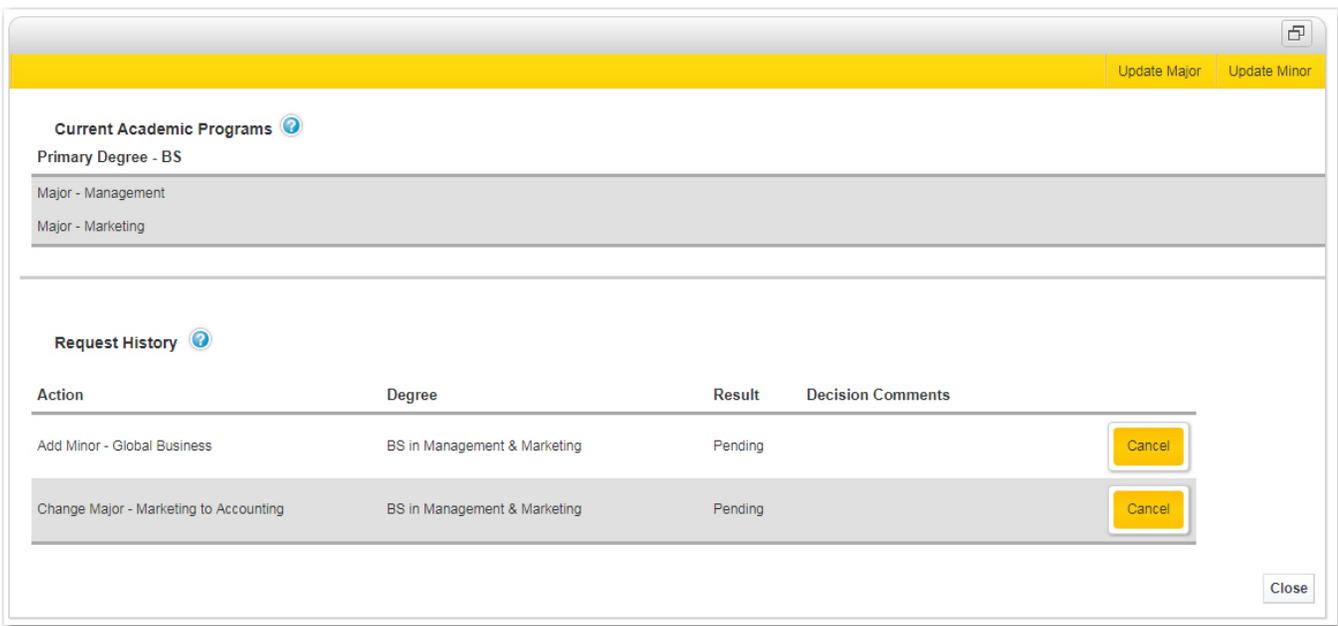


You should see confirmation text:



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.

The screenshot shows the 'Update Major Request' form. At the top, there is a 'Select Major' dropdown menu with 'Primary Degree (BS) - Mechanical Engineering' selected. Below this are two buttons: 'Add Major' and 'Change Major'. A checkbox labeled 'Drop Major' is present. The 'Current Concentration' dropdown menu is highlighted with a red circle and a red arrow pointing to it from a text box that says '1.) Select the new concentration'. The dropdown menu shows 'Engineering Enterprise' selected. Below this is an 'Add a Concentration' button. Further down, there is an 'Update Minor Request' section with an 'Add a Minor' button. At the bottom, there is a 'Request Notes' text area containing the word 'test'. At the very bottom, there are two buttons: 'Submit' and 'Cancel'. The 'Submit' button is highlighted with a red circle and a red arrow pointing to it from a text box that says '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 screenshot shows the 'Update Major Request' form. At the top, there is a 'Select Major' dropdown menu with 'Primary Degree (BS) - Mathematics' selected. Below this are two buttons: 'Add Major' and 'Change Major'. A checkbox labeled 'Drop Major' is present. The 'Current Concentration' dropdown menu shows 'Business Analytics' selected. Below this is a 'New Concentration' dropdown menu, which is highlighted with a red circle and a red arrow pointing to it from a text box that says '2.) Select the new concentration from the pulldown menu'. The 'New Concentration' dropdown menu shows 'Applied/Computational' selected. Below this is an 'Add a Concentration' button, which is highlighted with a red circle and a red arrow pointing to it from a text box that says '1.) Select Add a Concentration'. At the bottom, there are two buttons: 'Submit' and 'Cancel'.

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](mailto: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.

The screenshot shows the 'Update Major Request' form with the following elements and annotations:

- Update Major Request** (Title)
- Select Major** (Section Header)
- Primary Degree (BS) - Marketing** (Dropdown menu, circled in red with annotation: 1.) Select the major you would like to drop)
- Drop Degree (Unselected)
- Drop Major (Selected, with annotation: 2.) Select **Drop Major**)
- Request Notes** (Section Header)
- Add any notes here** (Text input field)
- Submit** (Yellow button, circled in red with annotation: 3.) Select **Submit**)
- Cancel** (Yellow button)

**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/>

## Update Minor – Change, Drop, or Add

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

The screenshot shows the 'Update Minor Request' form. At the top right, there are buttons for 'Update Major' and 'Update Minor'. The main content area is titled 'Current Academic Programs' and shows the following information:

- Primary Degree - BS
- Major - Mechanical Engineering
- Concentration - Engineering Enterprise
- Minor - Aerospace Engineering

Below this information, there is a note: 'Curriculum change requests must be made by 5:00pm on Wednesday of Week 2 to be effective that semester. Curriculum change requests made after Wednesday of Week 2 will be effective the following semester. (Pending advisor approval).'

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

The form itself has the following sections:

- Select Major:** A dropdown menu currently showing 'Primary Degree (BS) - Mechanical Engineering'.
- Update Minor Request:** A dropdown menu currently showing 'Update Minor in Aerospace Engineering' with 'No Change' selected. To its right is a checkbox labeled 'Drop Minor:'. A red callout box points to the dropdown menu with the text: 'To change minor, select the new minor from the pull-down menu OR'. Another red callout box points to the 'Drop Minor:' checkbox with the text: 'Click here to drop minor OR'.
- Add a Minor:** A yellow button. A red callout box points to it with the text: 'Click here to add minor'.
- Request Notes:** A text area with the placeholder text 'Add any notes here'.
- Submit/Cancel:** At the bottom right, there are two buttons: 'Submit' and 'Cancel'. The 'Submit' button is circled in red, and a red callout box points to it with the text: 'Select Submit'.

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:

The screenshot shows a web form titled "Update Minor Request" with a help icon. At the top, there is a "Select Major" dropdown menu currently set to "Primary Degree (BS) - Management". Below this is the "Add a Minor" section, which includes a dropdown menu currently set to "No Change" and a "Cancel" link. A red callout box with an arrow points to the dropdown menu, containing the text: "To add a minor, select it from the pull-down menu". Below the dropdown is a button labeled "Add a Minor", with a red callout box and arrow pointing to it that says: "Select **Add a Minor**, which will become available after a minor is chosen from the pull-down menu". Underneath is a "Request Notes" section with a large empty text area. At the bottom right, there are two buttons: "Submit" and "Cancel". The "Submit" button is circled in red, and a red callout box with an arrow points to it, containing the text: "Select **Submit**".

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](mailto:degree@mtu.edu).