Major/Minor Declaration/Change and Request to Change Expected Graduation Term

Undergraduate students can utilize the major/minor declaration form to request to add, drop, or change their major(s) and/or minor(s) and/or change their expected graduation term.

Contents

![Vanderbilt Office of the University Registrar logo]

Navigating to the Major/Minor Declaration Form

1. Open the major/minor declaration form at
   https://vanderbilt.kualibuild.com/app/65579d8f32976c013b0ef885/run.

2. The major/minor form will open. Student EMPLID, First Name, Last Name, VUnetID, and Current
   Class all will pre-populate.

Student Information

EMPLID *	First Name	Last Name	VUnetID	Current Class	Current Undergraduate Student
				SR	Y

Completing the Form

1. Select your program/college from the drop-down menu.

Select your program/college: *

College of Arts & Science

2. Select the applicable action for your request. Only one request may be submitted at a time,
   although if a change to your major or minor requires a change to your expected graduation
   term, you will be able to request both changes at the same time.

Action

Only one change may be submitted at a time. Students will need to submit this form multiple times to make multiple changes.

Please select an action below: *

- ○ I would like to DROP a major.
- ○ I would like to ADD a major.
- ● I would like to DROP and ADD a major.
- ○ I would like to DROP a minor.
- ○ I would like to ADD a minor.
- ○ I would like to DROP and ADD a minor.
- ○ I would like to request NO CHANGE to my majors or minors, but would like to request a change to my expected graduation term.

3. Indicate whether the requested change will necessitate a change to your expected graduation term. Your current expected graduation term is provided for reference. If you select Yes, you will be prompted to enter the new expected graduation term that you are requesting.

Expected Graduation Term

With these changes to your academic record, should your expected graduation term be altered? *
- ◉ Yes
- ◯ No

Your expected graduation term:
2024 Spring

What is your new expected graduation term (subject to school review and approval)? *

4. Add any Comments that you would like to be seen by administrators/reviewers.

Comments:

5. Click Next to move to the next section of the request form.

Actions

Back   **Next**

Submit

Save

Discard

Drop a Major

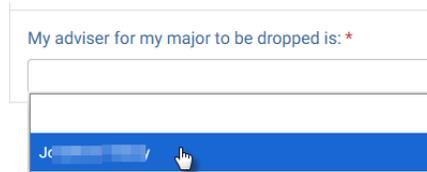1. From the drop-down menu, select the major you wish to drop from your record.

Drop a Major

In dropping a major, your request will be submitted to your school for approval and the department will be notified.
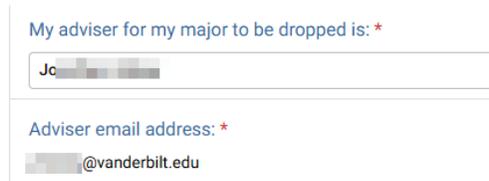
I am requesting the following major be dropped from my record: *

Political Science
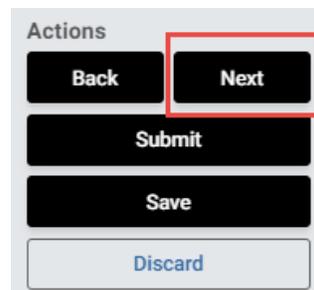Human & Organizational Devel

2. From the drop-down menu, select the adviser for the major you are requesting to drop.
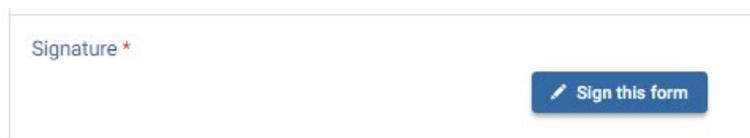
My adviser for my major to be dropped is: *

J

3. The adviser's email address will populate automatically.

My adviser for my major to be dropped is: *

J

Adviser email address: *

@vanderbilt.edu

4. Click Next.

Actions

Back   Next

Submit

Save

Discard

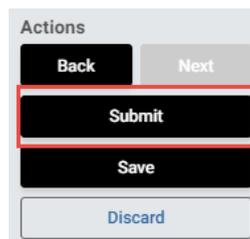5. Read the policies specific to your home school and click "Sign this form" to acknowledge you have read and understand them.

Signature *

✏ Sign this form

6. Click Submit to submit the request for review and approval.

Actions

Back   Next

Submit

Save

Discard

Add a Major

1. Select the major you wish to add. For ease of searching, begin typing the name of the major.

2. If required, you will be prompted to select a concentration.

3. Certain majors offered by the College of Arts and Science are offered under a choice of two curricula: the Bachelor of Arts curriculum and the Bachelor of Science curriculum. If prompted, select the curriculum you prefer.

   Important Note: The degree you earn will depend on the combination of your academic school and your primary major, not necessarily the curriculum track you select.

4. **Students in the College of Arts and Science only:** Designate this major as either primary (for students with one or multiple majors) or as primary or secondary (for students with multiple majors).

Important Note: Only majors offered by the student's home school may be marked as primary.

Please add this major to my record with the following designation: *
Only majors in the student's home school may be marked as PRIMARY.
○ Please make this my PRIMARY major.
○ Please make this major my new PRIMARY major (my previous PRIMARY major should be made a SECONDARY major).
○ Please make this major a SECONDARY major.

5. Click Next.

Actions
Back   Next
Submit
Save
Discard

6. Read the policies specific to your home school and click "Sign this form" to acknowledge you have read and understand them.

Signature *
✎ Sign this form

7. Click Submit to submit the request for review and approval.

Actions
Back   Next
Submit
Save
Discard
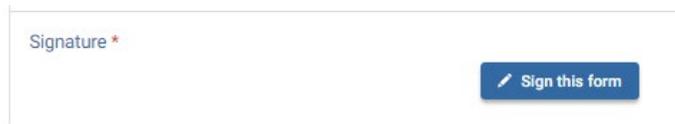
Drop and Add a Major

Note: Students in the Blair School of Music will be prompted to answer if the change in major will also necessitate a change in degree (B.Mus or B.Mus.Arts). Answer yes/no. If Yes, you will also need to complete the Change of Blair Major or Degree form, available through the Blair Office of Academic Services.

> With your change in major, do you intend to change your degree from B.Mus to B.Mus.Arts? *
> ⦿ Yes
> ○ No
>
> To make this change in your degree, please submit this form.

1. From the drop-down menu, select the major you wish to drop from your record.

> **Drop a Major**
> In dropping a major, your request will be submitted to your school for approval and the department will be notified.
>
> I am requesting the following major be dropped from my record: *
>
> Political Science
> Human & Organizational Devel

2. From the drop-down menu, select the adviser for the major you are requesting to drop.

> My adviser for my major to be dropped is: *

3. The adviser's email address will populate automatically.

> My adviser for my major to be dropped is: *
> Jo▮▮▮▮▮
>
> Adviser email address: *
> ▮▮▮@vanderbilt.edu

4. Click Next.

> **Actions**
> Back   Next
> Submit
> Save
> Discard

5. Select the major you wish to add. For ease of searching, begin typing the name of the major.

Add a Major
In adding a major, your request will be submitted to the applicable academic department for review and adviser assignment.

I am requesting that the following major be added to my academic record: *
Not all majors will display in the dropdown below. Please begin typing the name of a major to search and select your intended major.

Q Eng

Biomedical Engineering

Chemical Engineering

Civil Engineering

Computer Engineering

Electrical & Computer Engineering

Electrical Engineering

Engineering Science

English

6. If required, you will be prompted to select a concentration.

A major of English also requires a declaration of a program of concentration. Please select one of the following: *

- - -

- - -
Program I: Literary Studies
Program II: Creative Writing
Program III: Critical Studies

7. Certain majors offered by the College of Arts and Science are offered under a choice of two curricula: the Bachelor of Arts curriculum and the Bachelor of Science curriculum. If prompted, select the curriculum you prefer.

    Important Note: The degree you earn will depend on the combination of your academic school and your primary major, not necessarily the curriculum track you select.

The major you have selected above is offered in multiple curricula. Please select the appropriate program you are pursuing. *

Note, the degree you earn at the completion of your studies will depend on the combination of your academic school and your primary major, not necessarily this track designation.

Students will earn the degree associated with the primary major in their home school.

○ Bachelor of Arts curriculum

○ Bachelor of Science curriculum

8. **Students in the College of Arts and Science only:** Designate this major as either primary (for students with one or multiple majors), or primary or secondary (for students with multiple majors).

    Important Note: Only majors offered by the student's home school may be marked as primary.

Please add this major to my record with the following designation: *
Only majors in the student's home school may be marked as PRIMARY.

○ Please make this my PRIMARY major.

○ Please make this major my new PRIMARY major (my previous PRIMARY major should be made a SECONDARY major).
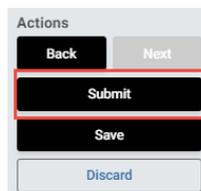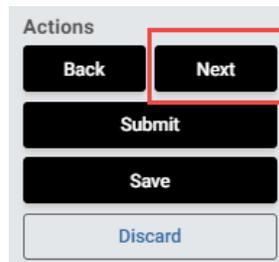
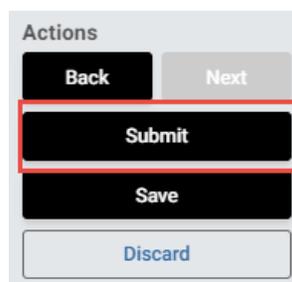○ Please make this major a SECONDARY major.

9. Click Next.

10. Read the policies specific to your home school and click "Sign this form" to acknowledge you have read and understand them.

11. Click Submit to submit the request for review and approval.
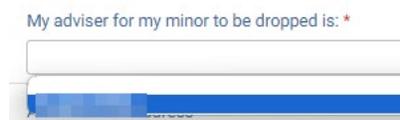

Drop a Minor

1. From the drop-down menu, select the minor you wish to drop from your record.

2. From the drop-down menu, select the adviser for the minor you are requesting to drop.

3. The adviser's email address will populate automatically.

My adviser for my minor to be dropped is: *

Adviser email address *

@vanderbilt.edu

4. Click Next.

Actions

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Discard

5. Read the policies specific to your home school and click "Sign this form" to acknowledge you have read and understand them.

Signature *

✎ Sign this form

6. Click Submit to submit the request for review and approval.

Actions

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Submit

Save

Discard

Add a Minor

1. Select the minor you wish to add. For ease of searching, begin typing the name of the minor.

Add a Minor

In adding a minor, your request will be submitted to the applicable academic department for approval and assignment of a minor adviser.

I am requesting that the following minor be added to my academic record: *

Not all minors will appear in the dropdown below. Please begin typing the name of a minor to search and select your intended minor. Be advised that some titles have been abbreviated.

🔍 eng

Computer Engineering

Electrical & Computer Eng

Electrical Engineering

Engineering Management

English

2. Click Next.

3. Read the policies specific to your home school and click "Sign this form" to acknowledge you have read and understand them.

Signature *

✎ Sign this form

4. Click Submit to submit the request for review and approval.

Drop and Add a Minor

1. From the drop-down menu, select the minor you wish to drop from your record.

2. From the drop-down menu, select the adviser for the minor you are requesting to drop.

3. The adviser's email address will populate automatically.

4. Click Next.

5. Select the minor you wish to add. For ease of searching, begin typing the name of the minor.

Add a Minor

In adding a minor, your request will be submitted to the applicable academic department for approval and assignment of a minor adviser.

I am requesting that the following minor be added to my academic record: *

Not all minors will appear in the dropdown below. Please begin typing the name of a minor to search and select your intended minor. Be advised that some titles have been abbreviated.

🔍 eng

Computer Engineering

Electrical & Computer Eng

Electrical Engineering

Engineering Management

English

6. Click Next.

Actions

Back	Next

Submit

Save

Discard

7. Read the policies specific to your home school and click "Sign this form" to acknowledge you have read and understand them.

Signature *

✏ Sign this form

8. Click Submit to submit the request for review and approval.

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Submission

Upon submission, you will receive an email indicating receipt of your form. Please allow 7-10 business days for departmental and school reviews. You will receive additional notifications upon approval.

NOTE: For students in the College of Arts and Science, major and minor declarations and changes will not be processed for a five-week period around registration each semester. Dates are listed in the undergraduate academic calendar. Please contact your school's Office of Academic Services if you have questions.

Approval Process

Requests to add a major or minor:

- The departmental administrator for the department or program that owns the major or minor you wish to declare. The departmental administrator will select an adviser to be assigned during this stage.
- Your school's Office of Academic Services will ensure that your request meets all necessary policy requirements.
- Upon final approval, the Office of the University Registrar will add the major or minor to your record. You will receive notification once this occurs.

Requests to drop a major or minor:

- Your school's Office of Academic Services will ensure that your request meets all necessary policy requirements.
- Upon final approval, the Office of the University Registrar will drop the major or minor to your record. You will receive notification once this occurs.

Requests to change expected graduation term:

- Your school's Office of Academic Services will ensure that your request meets all necessary policy requirements.
- Upon final approval, the Office of the University Registrar will update your expected graduation term. You will receive notification once this occurs.

Requests Sent Back

At any point in the process, an approver may send the form back to you for updates. If a request is sent back to you, you will receive an automated email message from the workflow system. Click View Item to access the form and make any necessary changes.

Subject: An item has been sent back to you

VANDERBILT
UNIVERSITY

Hello

An item has been sent back to you in the following app:

Major/Minor

View Item

Notifications

Notifications about the major/minor declaration process will be sent as follows:

- You will receive email notification when you submit the request.
- You will receive email notification if your request is denied for any reason.
- You will receive email notification if your request is sent back to you for any reason.
- You, the departmental administrator, and your new adviser will receive email notification if your request is approved, once the action has been processed.

Please contact the YES Help Line at yes@vanderbilt.edu or 615-343-4306 if you have questions or need additional assistance.