Students requesting to change major during STAR

**Domestic New Beginners**

1. If new intended major is within college/school- complete Registrar CCR form for student
   a. Follow internal college/school process for advising changes.
2. If major is outside the college/school then follow Admissions Change Major form process below:
   a. Consult the Change Major website for the checks below: [http://www.admissions.purdue.edu/changemajor](http://www.admissions.purdue.edu/changemajor)
      i. Check new major open/closed status to accepting new students.
      ii. Student must meet new major criteria.
      iii. Remind students they have two total changes available. The Change Major form will not populate if student has exhausted number of changes. Students may request major changes through first week of the semester.
      iv. Remind student final high school transcript must be submitted in order to process change request.
      v. Reminder: If the student has a merit scholarship (Presidential or Trustees), they will lose their merit scholarship if they change to a major outside of their original college.
      vi. Up to a 2-week processing time for major change request. The last week of STAR, decisions will be released daily to the student. July 9-16 Christina King will be notified of major changes as they occur and will share directly with school/college contacts for advisors.
   b. If appropriate, student is directed to complete Admission Change Major form online in their Application portal [http://admissions.purdue.edu/apply/applicationstatus.php](http://admissions.purdue.edu/apply/applicationstatus.php)
      i. Students have two total changes available. The Change Major form will not populate if student has exhausted number of changes.
   c. Student can be advised on course recommendations for new major with consult (phone/email), if possible, from intended new school/college advising office. Individual advising offices may decide if they can or cannot accommodate meeting with Major Change students that day.
      i. Advisor "DEFERS" any major/program/college overrides for new major in advisor course request portal until major change has been evaluated. Any Major/Program/College restrictions will fall away when major aligns with courses, system now sees this as ‘resolved’. Any override requests that were not resolved can now be seen by new advisor.
   d. Student is directed to complete Admission Change Major form online in their Application portal [http://admissions.purdue.edu/apply/applicationstatus.php](http://admissions.purdue.edu/apply/applicationstatus.php)
      i. Students have two total changes available. The Change Major form will not populate if student has exhausted number of changes.
   e. Student will be notified by Admissions of major change decision within 2 weeks of form submission. July 9-15 student decisions will be released daily. July 11-16 Christina King will be notified of decisions as they occur and she will share with school/college contacts.
   f. Advising Offices have access to COGNOS report for student major changes. (**new report in development-will share path when created**) throughout STAR.
   g. Head Advisors and/or Departments will assign new advisor. Previous college/school Head Advisor/Department will notify old advisor of major change completion so Advisor can remove student from their student list.
   h. New Advisor will contact student with any modified course recommendations to be entered July 11-12. Major changes processed July 13-16 Advisors can send student course request form changes to Lesa Beals (lbeals@purdue.edu) by 5pm Tuesday July 17. Student schedules released July 20, 5pm.
Early Start/Summer Start/Transfer Students

1. If new intended Major is within college/school - complete Registrar CCR form for student
   a. Follow internal college/school process for advisor changes.
2. If major is outside the college/school:
   a. Consult the Change Major website for the checks below: http://www.admissions.purdue.edu/changemajor
   b. Early Start and Summer Start students
      i. Must meet new major criteria.
      ii. For Summer Start and Early Start Students, the two changes limit will still apply.
      iii. Check new major open/closed status to accepting new students. Summer Start student may only request a major change to another college participating in Summer Start (AG, HHS, ED, CLA, KRAN, PPI, EXPL).
      iv. Reminder: If the student has a merit scholarship (Presidential or Trustees), they will lose their merit scholarship if they change to a major outside of their original college.
   c. Transfer Students
      ii. Closed programs page for open/closed majors:
         http://www.admissions.purdue.edu/apply/closedprograms.php

3. Advisor calls Admissions (4-1776 press 4 for Admissions Office) while student is in their office. Admissions will need to speak with the student directly.
4. Student will be notified of change of major decision by Admissions over phone.
5. If major change is approved- Student will be advised on course recommendations for new major with consult via phone/email or appointment, if possible, from new school/college.

Note: The Change Major form will continue to be available in the application portal for transfer, Summer Start and Early Start students. This means that there is the possibility that a student may have or will complete the request prior to or after their STAR date. However, if they are requesting a change of major on the day of their STAR appointment, we will use the process outlined above.

International Students

1. Consult International Admissions at intl-admissions@purdue.edu or (765) 494-0380 for consultation on whether or not a major change is possible under immigration regulations.
## For all Major Changes external to student’s current College

<table>
<thead>
<tr>
<th>DATE</th>
<th>DAY</th>
<th>Registrar Process</th>
<th>Admissions Process</th>
<th>Advisor Process</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 4, 2018</td>
<td>Transfer STAR</td>
<td>Fall Registration</td>
<td>Major change processed day of STAR</td>
<td>Transfer Process - Call Admissions with student in office</td>
</tr>
<tr>
<td>June 8, 2018</td>
<td>Transfer STAR</td>
<td>Fall Registration</td>
<td>Major change processed day of STAR</td>
<td>Transfer Process- Call Admissions with student in office</td>
</tr>
<tr>
<td>June 11, 2018</td>
<td>Summer/Early Start STAR</td>
<td>Summer/Fall Pre- Registration</td>
<td>Major change processed day of STAR</td>
<td>Early Start/Summer Start Process - Call Admissions with student in office</td>
</tr>
<tr>
<td>June 18-July 13, 2018</td>
<td>STAR</td>
<td>Fall Pre-Registration</td>
<td><strong>Domestic New-Beginners process:</strong> complete online change major form on their Application Portal OR Transfer/Early Start/Summer Start-Major change process day of STAR</td>
<td>Domestic New-Beginners Process OR Transfer/Early Start/Summer Start Process</td>
</tr>
<tr>
<td>July 11-12, 2018</td>
<td>STAR</td>
<td>Fall Course Request open to ALL STAR students</td>
<td>Last day student can submit Change Major form</td>
<td></td>
</tr>
<tr>
<td>July 15, 2018</td>
<td></td>
<td></td>
<td>Last day for Admissions to change major in Banner</td>
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<tr>
<td>July 16, 2018</td>
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<tr>
<td>July 17, 2018</td>
<td></td>
<td></td>
<td>Last day to send Lesa Beals course request modifications for Major Change students</td>
<td></td>
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<tr>
<td>July 20, 2018</td>
<td></td>
<td></td>
<td>Student schedules released</td>
<td></td>
</tr>
<tr>
<td>July 23-25, 2018</td>
<td>STAR Open Registration</td>
<td></td>
<td></td>
<td>STAR Open Registration</td>
</tr>
<tr>
<td>May 14- July 12</td>
<td>VSTAR (International Students)</td>
<td>Fall Pre-Registration</td>
<td>N/A</td>
<td>Consult International Admissions at <a href="mailto:intl-admissions@purdue.edu">intl-admissions@purdue.edu</a> or (765) 494-0380</td>
</tr>
</tbody>
</table>

**Notes:**

- All forms currently in the student portal that allow a student to change their major will remain there until July 15, 2018.
- Students who would like to change their major (between colleges) but didn’t do so prior to July 15 can stop by Admissions (SCHL, room 109) *during the first week of classes* to request the change.