JUNEAU CAMPUS
REGISTRAR'S OFFICE
11066 AUKE LAKE WAY
JUNEAU, AK 99801
TEL: (907) 796-6100
FAX: (907) 796-6365
uas.graduation@alaska.edu

UNIVERSITY *of* ALASKA SOUTHEAST

CHANGE OF MAJOR

Instructions: Only for UNDERGRADUATE and MPA students CURRENTLY ADMITTED into a program. If adding a higher degree (Certificate, Associate, or Bachelor) with the OEC (Occupational Endorsement Certificate) as your current program, you must apply for admissions. Meeting with your advisor prior to submitting the changes is highly recommended but not required. Please contact the Registrar's office for any questions about this form.

Use this form to: ***Add a Degree or Second Major**   ***Change or Remove a Major / Concentration / Minor / Catalog year**

           *Change your Priority Campus to UAS   ***Change from Pre-Major to Major after completing the Pre-Major requirements**

PS 08/22

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last name   first name   middle initial

UA ID#   preferred email address   phone #

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mailing address   city   state

Requested Changes(s) check all that apply

[ ] Add Second Major   NEW Second Major: _____

     NOTE: Double majors MUST be the SAME TYPE of degree
     For example B.S. in Biology/ Mathematics

[ ] Add a Degree   NEW Degree: _____

     NOTE: For example, adding a Bachelor's degree while   *Provide your New major below
     Completing an Associate degree

[ ] Change your catalog year   NEW catalog year: _____

     Please include program you wish to change

[ ] Change from Pre-Major to Major   [ ] I've COMPLETED ALL Pre-Major requirements for the degree

                         *For BLA pre-majors, provide your new major, primary, and secondary concentrations below

[ ] Change of Major/ Concentration/ Minor   Current Major/ Concentration/ Minor: _____

                         *NEW Major/ Concentration/ Minor: _____

                         Primary Concentration: _____

                         Secondary Concentration: _____

[ ] Remove a Major/ Concentration/ Minor   Major/Concentration/ Minor: _____

[ ] Change my Priority Campus to UAS   Contact the Registrar's office prior to selecting this option

     NOTE: Changing your Priority Campus could impact your financial aid disbursement. Contact the Financial Aid office at uas.finaid@alaska.edu

✖ _____

    student signature   **date**

What is Next? Submit the completed form to the Registrar's Office along with the required supporting documentation, if applicable. Requests will be processed within 2-3 business days. Your Degree Works audit will be updated to reflect the requested change(s). You will receive an email confirmation when your request has been processed to the email provided above.

IMPORTANT NOTE: Changing to a lower level degree program- for example, from an Associate to a Certificate/OEC or Bachelor to Associate may impact your financial aid. Contact Financial Aid at uas.finaid@alaska.edu prior to submitting your request.

Not yet admitted? Email your program changes to Admissions at uas.admissions@alaska.edu (Provide your full name, semester, and program applied to, and the new major/degree). You must be admitted to a degree program at UAS to use this form.

Pre-Major Changes: Confirm in Degree Works that you've completed your pre-major requirements. This must be done prior to submitting your request for the change from pre-major to full major. Meet with your advisor if your are not certain if you have completed your pre-major requirements.

Outdoor Skills & Leadership Programs: To be admitted to the certificate or bachelor level Outdoor Skills and Leadership programs (ODS), you must submit the following documentation with this form. The Registrar's Office will submit your request along with the required documentation to the department for final approval. You will be admitted into the program upon receipt of department approval.

- Resume or list of relevant experience, skills, and/or certification.
- 300 word essay describing the applicant's goals and reasons for wishing to enroll in the ODS program. Individuals who have not completed a college level writing course must take the writing placement test as part of the application process.
- Medical Questionnaire and Physicians's Signature form (available at the ODS website).
- It is recommended that students also provide two letters of recommendation with the above information.

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