

Change of Major And/Or Graduation Catalog

1. To request a new major:
 - a. Identify the new major name, major code, degree type, and concentration (if applicable) in the Active Majors List (<https://www.chemeketa.edu/students/student-services/enrollment-services/change-your-major/active-majors>)
 - i. Changing your major may impact your financial aid and/or veterans benefits
 - b. Enter the new major information in the Major section.
 - c. Regarding **Limited Enrollment** majors; you may use this form to declare your interest in a limited enrollment program that you have not yet been accepted to. To do so request the appropriate general degree for your major and enter the Concentration code for the program that you intend to apply for entry into (e.g. AAOT degree with concentration 0007 if your intent is to enter the Nursing program).
 - i. Contact the department regarding application deadlines and procedures for full admission into their program.
 - ii. **This form will not be used to place students directly in a Limited Enrollment major.**
 - d. This form **cannot be used for level changes** (i.e. High School, GED, or College Credit Now to degree seeking or non-credit to credit). Students must reapply with the web application (<http://go.chemeketa.edu/apply>)
2. To change your catalog for graduation requirements:
 - a. Enter your current major information in the Major section.
 - b. Enter the Catalog Year under which you are requesting to graduate in the Graduation Catalog section.
 - i. It must be within the last 5 years and you must have attended within the last 5 years.
 - ii. You must not have had a break in enrollment of 2 or more years during the last 5 years.
3. Sign the form and submit it to Enrollment Services, Salem Campus, Building 2, Room 200 or your local outreach center.
 - a. Or **scan and email the form to registrar@chemeketa.edu**

Student ID (K#): Date of Birth: - -

Name: _____
Please Print Last, First, Middle

Address: _____
Street, City, State Zip

Phone Number with Area Code: _____ Cell Phone: _____ Home Phone: _____

Graduation requirements are based on a student's catalog year. By default your catalog is set as the term you turn in this form to declare your new major. To track your progress through your Degree Works (My Chemeketa) it is important that you declare a major as soon as possible. Students that have attended within the last 5 years, and have not had a break in enrollment of 2 years or more during that time, can graduate under any set of major requirements (catalog year) within the last 5 years. In consultation with your advisor, you may choose to graduate under a different catalog year than the default assigned to you

Major (see Active Majors list linked above for codes)

Effective Term for New Major: _____
(e.g. Winter 2015)

Major Title: _____ Major Code: _____ Degree/Certificate: _____
(e.g. General Studies) (e.g. 0044) (e.g. AGS)

Concentration (aka Limited Enrollment Program of Interest): _____
(e.g. 0007)

Graduation Catalog

Catalog Year Requested: _____
(e.g. 2014-2015)

Student Signature: _____ Date