

In the Academic Advising and Learning Center, APSC 401, you can find many important forms needed throughout your time at Western. One of those forms is the change of major/advisor form. This form can also be found in offices around campus, and on both the Registrar and advising web pages. This video will explain how to fill out the form and what information is needed prior to filling out the form.

This form is a two-sided form; the front side is for students seeking a degree from the College of Liberal Arts and Sciences. The reverse side is for students with a major in the college of education.

The first question on the form is: Do you have a degree plan on file? Each student must develop a degree plan in consultation with a designated faculty advisor and file the plan with the Registrar's Office at least three terms prior to graduation. This plan will list the courses you have completed and the courses which still remain to be taken. Once the degree plan is on file with the registrars, no changes can be made through this form in regards to your major.

Next on the form is your statistical information. The information required here is information which should be memorized by you the student for situations like these. Name, Date, Student ID Number, and WOU email. Also required here is your catalog year. For information on your catalog year, please refer to the catalog year web video.

Next is information about your degree. The type of student you're listed as (undergraduate or post-bacc), and the designation of the degree you are seeking B.A., B.S., B.M., B.F.A.

Following this information you will select your major from the list – Exploratory Majors, and non-degree seeking pre-professional programs also indicate their majors here. Simply check the box which contains your desired major.

Following the selection of your major you will also write in your minor and your advisor. If you are not sure of who you want for your academic advisor, we can assign one for you.

Once you have completed the form you will need to turn the form into the Academic Advising and Learning Center, in APSC Room 401. Please note, international students must initiate the Change of Major process with the International Students and Scholars Affairs Department.

If you have any further questions please contact us at 503.838.8428