

# Change of Major/Minor Guide

Changing your Major

**Step 1:** Access your **myCoyote** page and then select **Student Center**.

The screenshot shows the myCoyote homepage. At the top, there is a navigation bar with various menu items. Below the navigation bar is the myCoyote logo. The main content area is divided into two sections. On the left is the 'My Schedule' section, which displays a table of classes for Summer 2024 and Fall 2024. On the right is the 'Top Tools' section, which contains several icons for different services. The 'Student Center' icon is circled in red.

Class	Days	Location	Instructor
<b>KINE 2200</b> Medical Terminology Section 60 - LEC - 3 units	Online	Online	Robert Flores RFlores@csusb.edu
<b>ES 1000</b> Introduction To Ethnic Studies Section 63 - LEC - 3 units	Online	Online	Aaron Brown ABrown4@csusb.edu
<b>PSCI 2030</b> U.s. Government	Online	Online	Fabian Borges Herrero Fabian.Borges@csusb.edu

**Step 2:** Once on the Student Center page, select the **gray dropdown arrow**.

The screenshot shows the Student Center page. The 'Academics' section is highlighted. In the top right corner of the Academics section, there is a gray dropdown arrow circled in red. Below the Academics section, there is a search bar and a list of links. On the right side, there are sections for 'Holds', 'To Do List', and 'Enrollment Dates'.

**Step 3:** A drop-down menu will appear, select **Change of Majors/Minors**.

The screenshot shows the drop-down menu that appears when the gray dropdown arrow is clicked. The 'Change of Majors/Minors' option is circled in red. The menu contains the following options:

Apply / View Graduation	Change of Majors/Minors
Class Schedule	Course History
Course Repeat Request	Enrollment Verification
Enrollment: Add	Enrollment: Drop
Enrollment: Edit	Enrollment: Swap
Exam Schedule	Grade Forgiveness

**Step 4: Select Create New Request to be directed to the next page.**

[View Full Site](#)

To Create a New Request, select the button below.

Please note: If you currently have a request pending, you will not be able to submit a new request until the pending request has been reviewed.

(Message 32000, 1279)

[Create New Request](#)

Existing Requests

**Step 5: Select Change from the dropdown menu, then after select the Search for New Plan.**

(Message 32000, 1269)

Declared Major(s) / Minor(s)		PROPOSED MAJOR/MINOR	CURRENT MAJOR/MINOR	ACADEMIC PLAN TYPE
	<input type="button" value="Change"/> <input type="button" value="Search for New Plan"/>		Bachelor of Arts - Communication - Strategic Communication Concentration	Major

To ADD a major/minor:

1. Choose the Add Major(s)/Minor(s) button below.
2. Select "Search for New Plan". You will be directed to a search page.
3. To add more than one major/minor, select the plus (+) icon.

(Message 32000, 1264)

[+ Add Major\(s\) / Minor\(s\)](#)

[Cancel](#) [Next](#)

(Message 32000, 1269)

Declared Major(s) / Minor(s)		PROPOSED MAJOR/MINOR	CURRENT MAJOR/MINOR	ACADEMIC PLAN TYPE
1	<input type="button" value="Change"/> <input type="button" value="Search for New Plan"/>		Bachelor of Arts - Communication - Strategic Communication Concentration	Major

To ADD a major/minor:

1. Choose the Add Major(s)/Minor(s) button below.
2. Select "Search for New Plan". You will be directed to a search page.
3. To add more than one major/minor, select the plus (+) icon.

(Message 32000, 1264)

[+ Add Major\(s\) / Minor\(s\)](#)

[Cancel](#) [Next](#)

**Step 6: Enter the name of the major in the Search Box, then select Search.**

Enter the name of the major and/or minor (e.g. English) in the Search box, then select "Search".

\*Please Note: Impacted majors (or pre-majors) are not available through this process. Please contact the department of the major for further instructions.

(Message 32000, 1259)

English

Select major or minor then "OK" to advance to the next page or "Cancel" to return to the beginning.

**Step 7:** Select the major and then **OK** to proceed to the next page.

SELECT THIS ROW	DESCRIPTION			
<input type="radio"/> Select this row	English - Linguistics Conc	Major	BA	Bachelor of Arts - English - Linguistics Concentration
<input checked="" type="radio"/> Select this row	English-Creative Writing Conc	Major	BA	Bachelor of Arts - English - Creative Writing Concentration
<input type="radio"/> Select this row	English - Literature Conc	Major	BA	Bachelor of Arts - English - Literature Concentration
<input type="radio"/> Select this row	English-Rhetoric & Writing St	Major	BA	Bachelor of Arts - English - Rhetoric and Writing Studies Concentration

**Step 8:** Double check to make sure the proposed major is correct, then select **Next**.

(Message 32000, 1269)

Declared Major(s) / Minor(s)

		PROPOSED MAJOR/MINOR	CURRENT MAJOR/MINOR	ACADEMIC PLAN TYPE
1	Change <input type="button" value="Search for New Plan"/>	Bachelor of Arts - English - Creative Writing Concentration	Bachelor of Arts - Communication - Strategic Communication Concentration	Major

To ADD a Major/Minor:

1. Choose the Add Major(s)/Minor(s) button below.
2. Select "Search for New Plan". You will be directed to a search page.
3. To add more than one major/minor, select the plus (+) icon.

(Message 32000, 1264)

**Step 9:** Provide a reason for the change of major request in the box provided and then select **Submit**.

Please verify your selection.

To cancel and return to previous page, select 'Back'

(Message 32000, 1260)

From

Declared Major(s) / Minor(s)

1	Bachelor of Arts - Communication - Strategic Communication Concentration	Major
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To

Proposed Change(s)

	ACTION		
1	Change	Bachelor of Arts - English - Creative Writing Concentration	Major

Your submission will go through an approval process. Please provide the reason for this request in the box below, then select "Submit".

(Message 32000, 1260)

Career change; pursuing a teaching credential.

## Changing your Minor

**Step 1:** Select **Keep** on the dropdown menu by your major, then select **Add Major(s)/Minor(s)**.

(Message 32000, 1269)

Declared Major(s) / Minor(s)

		CURRENT MAJOR/MINOR	ACADEMIC PLAN TYPE
1	Keep	Bachelor of Arts - Communication - Strategic Communication Concentration	Major

To ADD a Major/Minor:

1. Choose the Add Major(s)/Minor(s) button below.
2. Select "Search for New Plan". You will be directed to a search page.
3. To add more than one major/minor, select the plus (+) icon.

(Message 32000, 1264)

**+ Add Major(s) / Minor(s)**

Cancel Next

**Step 2:** Select **Search for New Plan** to be guided to the next page.

To ADD a Major/Minor:

1. Choose the Add Major(s)/Minor(s) button below.
2. Select "Search for New Plan". You will be directed to a search page.
3. To add more than one major/minor, select the plus (+) icon.

(Message 32000, 1264)

**+ Add Major(s) / Minor(s)**

Major(s) / Minor(s) to Add

		ADD	DELETE
1	Search for New Plan	+ Add	✕ Delete

Cancel Next

**Step 3:** Enter the name of the minor in the Search Box then select **Search**.

Enter the name of the major and/or minor (e.g. English) in the Search box, then select "Search".

\*Please Note: Impacted majors (or pre-majors) are not available through this process. Please contact the department of the major for further instructions.

(Message 32000, 1264)

Spanish

Search

Select major or minor then "OK" to advance to the next page or "Cancel" to return to the beginning.

(Message 32000, 1274)

SELECT THIS ROW	DESCRIPTION
<input type="radio"/> Select this row	

OK Cancel

**Step 4:** Select the minor then **OK** to proceed to the next page.

Enter the name of the major and/or minor (e.g. English) in the Search box, then select "Search".

\*Please Note: Impacted majors (or pre-majors) are not available through this process. Please contact the department of the major for further instructions.

(Message 32000, 1259)

Spanish

Select major or minor then "OK" to advance to the next page or "Cancel" to return to the beginning.

(Message 32000, 1274)

SELECT THIS ROW	DESCRIPTION			
<input type="radio"/> Select this row	Lib Stds-Spanish Studies	Major	BA	Bachelor of Arts - Liberal Studies - Spanish Studies Concentration
<input type="radio"/> Select this row	Span-Hisp Lang, Lit & Civ	Major	BA	Bachelor of Arts - Spanish - Hispanic Language, Literature and Civilization Concentration
<input type="radio"/> Select this row	Span-Hisp Lang, Lit & Civ	Major	BA	Bachelor of Arts - Spanish - Hispanic Language, Literature and Civilization Concentration
<input checked="" type="radio"/> Select this row	Spanish	Minor		Minor in Spanish
<input type="radio"/> Select this row	Spanish - Business Studies	Major	BA	Bachelor of Arts - Spanish - Business Studies Concentration
<input type="radio"/> Select this row	Spanish - Comm Studies Conc	Major	BA	Bachelor of Arts - Spanish - Communication Studies Concentration
<input type="radio"/> Select this row	Spanish - Hispanic Studies	Major	BA	Bachelor of Arts - Spanish - Hispanic Studies Concentration
<input type="radio"/> Select this row	Spanish - Hispanic Studies	Major	BA	Bachelor of Arts - Spanish - Hispanic Studies Concentration
<input type="radio"/> Select this row	Spanish - Business Studies	Major	BA	Bachelor of Arts - Spanish - Business Studies Concentration

**Step 5:** Once returned to the Academic Plan page, select **Next**.

(Message 32000, 1269)

Declared Major(s) / Minor(s)

	CURRENT MAJOR/MINOR	ACADEMIC PLAN TYPE
1	Keep <input type="button" value="v"/> Bachelor of Arts - Communication - Strategic Communication Concentration	Major

To ADD a Major/Minor:

1. Choose the Add Major(s)/Minor(s) button below.
2. Select "Search for New Plan". You will be directed to a search page.
3. To add more than one major/minor, select the plus (+) icon.

(Message 32000, 1264)

Major(s) / Minor(s) to Add

			ADD	DELETE
1	<input type="button" value="Search for New Plan"/>	Minor	Minor in Spanish	<input type="button" value="+ Add"/> <input type="button" value="x Delete"/>

**Step 6:** Verify your proposed change and enter the reason for this change. Then select **Submit**.

(Message 32000, 1260)

From

Declared Major(s) / Minor(s)

1	Bachelor of Arts - Communication - Strategic Communication Concentration	Major

To

Proposed Change(s)

	ACTION		
1	Keep	Bachelor of Arts - Communication - Strategic Communication Concentration	Major
2	Add	Minor in Spanish	Minor

Your submission will go through an approval process. Please provide the reason for this request in the box below, then select "Submit".

(Message 32000, 1286)

Career change; pursuing teaching credential.

[Back](#) [Cancel](#) [Submit](#)