

**UNDERGRADUATE CHANGE OF MATRICULATION FORM**

**Instructions:** This form is to be used by undergraduates to change a major or to add a second major, emphasis, or minor. If adding programs, complete only the New Major/Emphasis/Minor box. The department of each major/minor/emphasis must sign this form. If the student is changing departments, then **both Department Heads** must sign.

**Please Print Clearly:**

Student I.D. Number	Name (Last, First, M.I.)	E-Mail Address
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**Please provide the following to be updated in the university database:**

Local Address			Permanent Address		
Street			Street		
City	State	Zip	City	State	Zip
Phone			Phone		

**CURRENT MAJOR**

Major \_\_\_\_\_  
 Department \_\_\_\_\_ College \_\_\_\_\_  
 Student: Please state the reason for changing majors  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Cumulative GPA: \_\_\_\_\_ USU GPA: \_\_\_\_\_

Status:  Warned  Probation  Good Standing  
 Signature for current major:  
 \_\_\_\_\_  
 department signature/title

Date: \_\_\_\_\_

**NEW (OR ADDITIONAL) MAJOR/EMPHASIS/MINOR**

Major \_\_\_\_\_

Emphasis/Option \_\_\_\_\_  
 (an emphasis must be listed if it is required for the major)

Department \_\_\_\_\_ College \_\_\_\_\_

Catalog Year \_\_\_\_\_ (necessary for CAPP)  
 Class Rank: SR JR SO FR  
 Second Major?  Yes  No  
 Degree:  AAS  AS  AA  BS  
 BA  BFA  BLA  BM  
 Accepted on:  Warned  Probation  Good Standing  
 Attempted Hours \_\_\_\_\_  
 Accepted by Department \_\_\_\_\_  
 \_\_\_\_\_  
 Printed name and title

Signature \_\_\_\_\_

Name of Advisor \_\_\_\_\_  
 Date \_\_\_\_\_

Minor \_\_\_\_\_  
 Department \_\_\_\_\_ College \_\_\_\_\_

Accepted by \_\_\_\_\_  
 \_\_\_\_\_  
 department signature

Date \_\_\_\_\_

**Attention departments and colleges:** If you want a copy of this form, please make a copy before you send it to the Registrar's Office.

**For Registrar's Office Use Only:**

Processed by \_\_\_\_\_ Date \_\_\_\_\_

Residency \_\_\_\_\_