Change of Major via MyCSUDH.EDU

1. Log in to the MyCSUDH portal at my.csudh.edu

2. On the MyCSUDH Student portal page, click on the "Online Forms" button in the left-hand navigation and then click on the "UGRD Major/Minor Change Req" link:
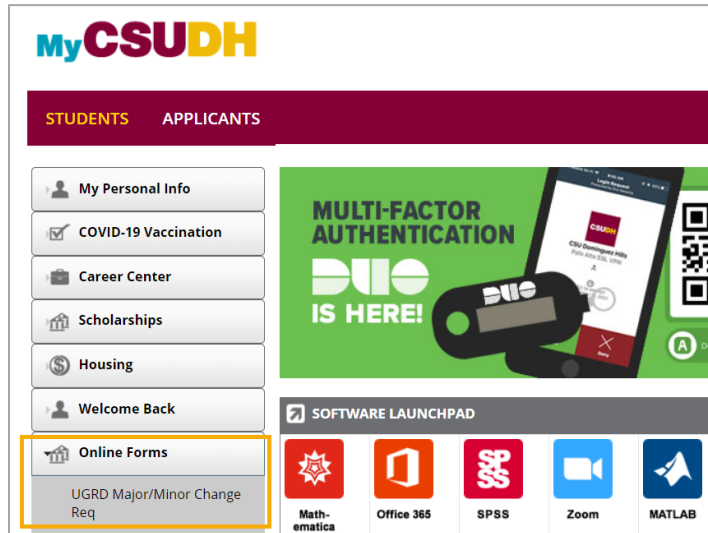
3. On the Change of Major/Minor Request form, complete the **Student Information Section**:

   a. <u>Student ID</u>: *Student's ID number will automatically populate*

   b. <u>First Name</u>: *Student's First Name will automatically populate*

   c. <u>Last Name</u>: *Student's Last Name will automatically populate*

   d. <u>Phone</u>: Enter student's phone number using format xxx-xxx-xxxx (e.g., 310-243-3696

4. Next, complete the **Graduation Section**:

   a. <u>Have you applied for graduation?</u>: Select "Yes" or "No"

   b. <u>If yes, term applied for graduation</u>: *Use the dropdown menus to select the Session and Year student applied for graduation*

5. Next, complete the **Change of Major/Minor Section**:

a. Use the dropdown menus in the row(s) to indicate the "Major/Second Major/Minor/Second Minor" changes being requested.
   i. Note: Students must first select the "College" before they are able to select a major/second major/minor/second minor from the dropdown menu.

b. Click the "Reset" button to clear any selections (if selections were made in error)

6. Next, upload any supporting documents in the **Attachment(s) Section**. This section is optional:

7. Lastly, complete the **Initiator's Information Section**:

a. Initiator Name: *Student should type their name to indicate they are the one requesting this change.*

b. Check the box next to "By typing your name above, you are signing this request electronically"

8. Click "Submit" button at the bottom of the form to submit the request.
   a. Upon submission, the form will be routed to the appropriate College(s) for review and approval by an Advisor.

   b. If the request is Approved, the form will be routed to the Registrar's Office for processing.