


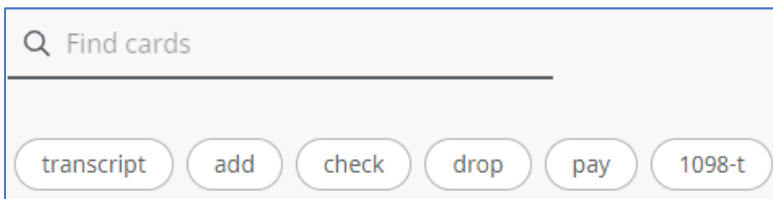
Changing Major/Minor

Log on to OneTech.

Locate the “Major Change” card and select “Changing Your Major” to open the Change of Major/Minor form.

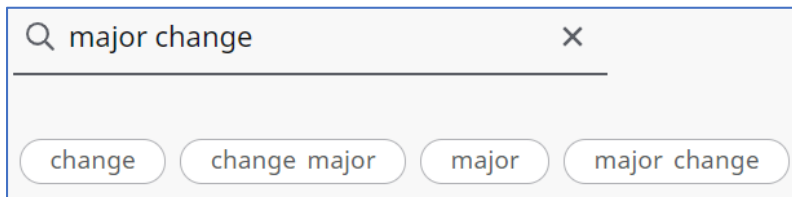
***If you cannot find the “Major Change” card:**

1. Click the menu icon  in the upper-left-hand corner of the page next to the ATU logo.
2. Click Discover.
3. At the top of the page is a search field where you can search for cards or choose from a list of key words to narrow the results.



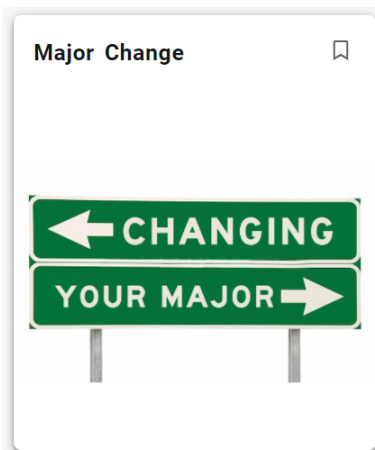
A search bar with the placeholder text "Find cards" and a magnifying glass icon. Below the search bar, there are several rounded rectangular buttons with the following text: "transcript", "add", "check", "drop", "pay", and "1098-t".

4. Type “Major Change” in the search bar.



A search bar with the text "major change" and a magnifying glass icon. To the right of the text is a small "x" icon. Below the search bar, there are several rounded rectangular buttons with the following text: "change", "change major", "major", and "major change".

Select the “Changing your Major” card to open the Change of Major/Minor form.



The Major Change form will open in a new tab. Fill out the form.

I request permission to change to the following major(s):

* Major	Action
AA General Education	<input data-bbox="430 289 464 315" type="button" value="+"/>

I request permission to change to the following minor(s):

Minor	Action
Please Select (If Applicable)	<input data-bbox="415 436 449 462" type="button" value="+"/>

* Reason For Major Change:

Be sure to list ALL majors and minors you wish to have on your account (this includes your current major if you are requesting to add a minor or secondary major to your degree).

- Note: to add additional majors/minors click the green plus symbol.

Click the green SUBMIT button at the bottom of the form.

* Reason For Major Change:

* Required Information

Actions

Your request has been submitted to the Registrar's Office. You will receive notification once the request has been processed.

Contact the Office of the Registrar during business hours if you have any problems during the process.

We are available Monday – Friday

8 a.m. to 5 p.m.

(479) 968-0272

registrar@atu.edu