Office of the Registrar
Add/Change of Degree, Major, Minor, or Certificate Form

Name ___________________________ Student ID ___________________________
Email Address _____________________ Phone ___________________________

FROM or REMOVE

<table>
<thead>
<tr>
<th>Catalog Year</th>
<th>Major 1</th>
<th>Major 2/Minor</th>
<th>Certificate</th>
<th>Teacher's Cert</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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TO or ADD

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</table>

STUDENTS - READ AND SIGN BELOW:

I understand that this form does not complete the change of degree process and that I must schedule an appointment with the appropriate advisor to review program requirements. I understand that I must meet all of the graduation requirements for the new major, minor, or certificate as stated in the catalog of the effective term. Any change to my current degree could extend my graduation date.

Signature ___________________________ Date ________________

Advisor Signature _____________________ Date ________________

Instructions for students

1) Complete the top section with your name, ID, Email address, and Phone Number.

2) Complete the next section according to what action you are taking below
   a. If you are doing a major change (going from one major, minor, concentration, or certificate to another) complete both the From or Remove column and To or Add column.
   b. If you are removing a major, minor, concentration or certificate complete only the From or Remove column.
   c. If you are adding a major, minor, concentration or certificate complete only the To or Add column.
   d. If you are requesting a catalog year change complete both the From or Remove column and To or Add column.

3) Sign in the blank for Student Signature

4) Obtain your Advisor’s Signature by emailing advising@untdallas.edu or at the Student Solutions Center in the Student Center Building.

5) Submit form to the Office of the Registrar at registrar@untdallas.edu or at the Student Solutions Center in the Student Center Building.

Instructions for Advisors

1) Review the form and advise the student on how this change will affect their degree completion.

2) Sign the form and return it to the student