Online Change of Major

Accessing the Online Change of Major Form
Students may now access the Change of Major form online using Google Forms. A link is provided from the Registrar's webpage (murraystate.edu/registrar) under Forms and Policies > RACR Degree Audit Forms. Once students click on that link, it will direct them to the Online Change of Major landing page.


In place of a traditional student signature verifying their request, students will need to be logged in to their Murray State email/Gmail account in order to access and submit the form. Graduate students, students admitted for future terms, and non-degree seeking students will not have access to the Online Major Change Form. These students will need to contact the appropriate office (Graduate Admissions for graduate students and Undergraduate Admissions for future students and non-degree seeking students) if they wish to change their major or switch from non-degree seeking to degree-seeking and may be required to meet specific admission criteria.

Faculty and staff advisors will not have access to the student version of the form unless they are enrolled as a degree-seeking undergraduate student. They will have access to approve the form if they are designated as a default advisor/approver for the program the student is requesting. To change a default advisor or designate a different approver, please email msu.racr@murraystate.edu.

Clicking the "Change My Major/Minor" button will log students out of all Gmail accounts (MSU and personal). The student may need to close their current browser tab and access the form a second time in order to specifically sign in with their Murray State email/Gmail account. If the student does not wish to sign out of Gmail accounts with saved login information, they should access the link through a browser where that information is not saved or use a browser that offers private/incognito browsing.

After clicking on the button, students will be able to select their Murray State account or click the "Use Another Account" option to add their Murray State credentials.
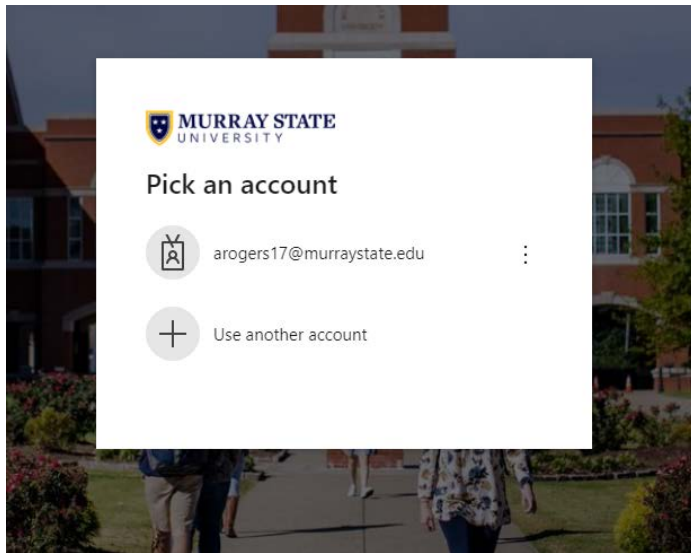
Students will enter their Murray State email password on the following screen and click the "Sign In" button.
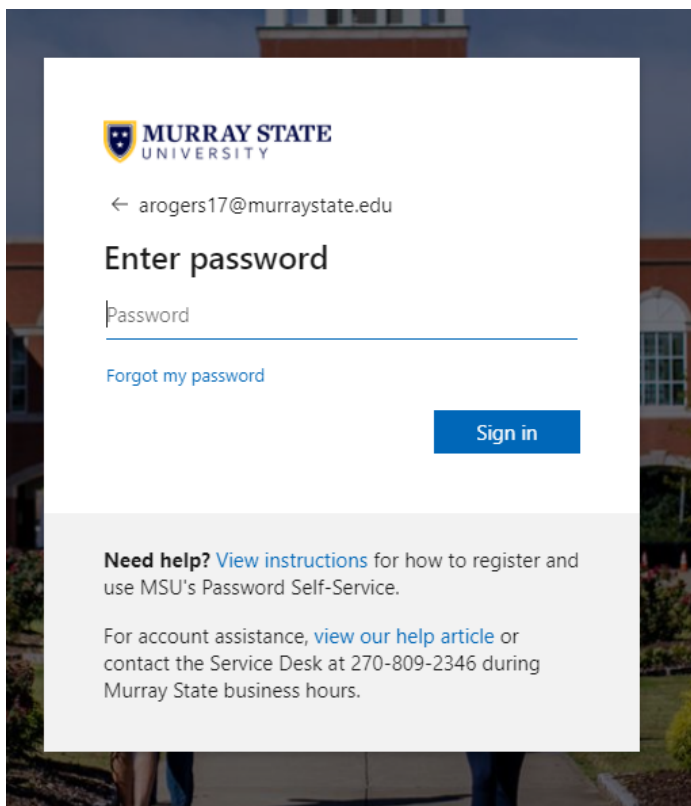
After signing in, students will be directed to the Change of Major Form. Contact information for the Office of the Registrar is displayed at the top of the screen. Students may contact this email address (msu.racr@murraystate.edu) if they have questions about the Online Change of Major Form or the major change process in general. Questions about the requirements for specific programs or for information related specifically to a particular academic program, the student should contact the

academic department. The What-If feature within the RACR is also a helpful tool for students interested in pursuing a change of major.

Completing the Online Major Change Form
Following the sign-in process, the student's current curriculum will be displayed including their catalog and degree. Each area/major/minor is displayed within its own section.
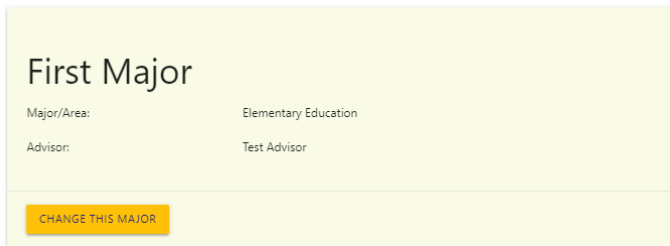
Requesting a Catalog or Degree Change
A student's catalog and degree are associated with the student's first (primary) major/area. If they wish to change their catalog or degree objective (for example, switch from a BA to BS) the student will need to select "Change This Major" for their first major. Once the student has clicked on "Change This Major" they will only need to make changes to the fields (using the drop-down menu(s); see below) they wish to change.

Adding a Second Major/Minor/Second Minor
If the student would like to declare a second major or declare a minor/second minor, they should click on the "Add a New Major" or "Add a New Minor" button.

Dropping a Second Major/First Minor/Second Minor
If a student would like to drop their second major/area or minor(s), the student should select the option to "Drop This Major" or "Drop this Minor" within the box of the program they are wishing to drop.

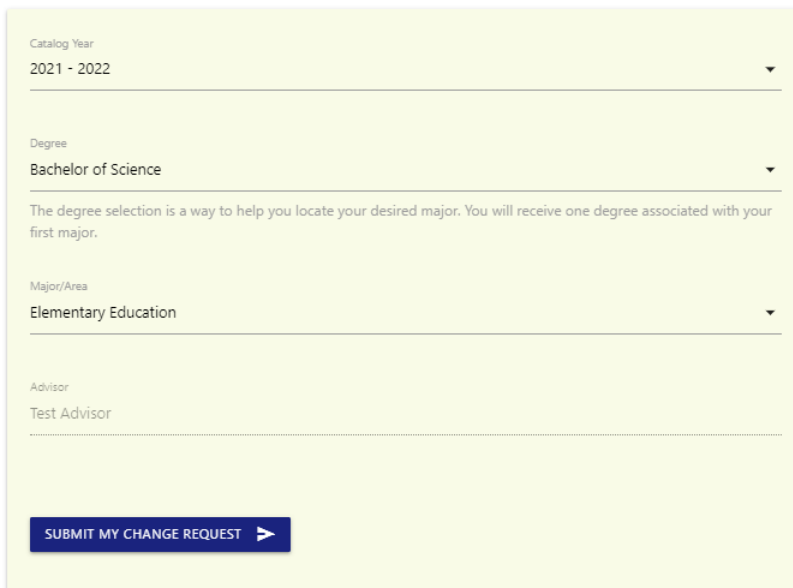*Changing a Current Area/Major/Minor*
If a student would like to change their currently declared first or second major/first or second minor, the student should select the option to "Change This Major" or "Change This Minor" for the program they are wanting to change.
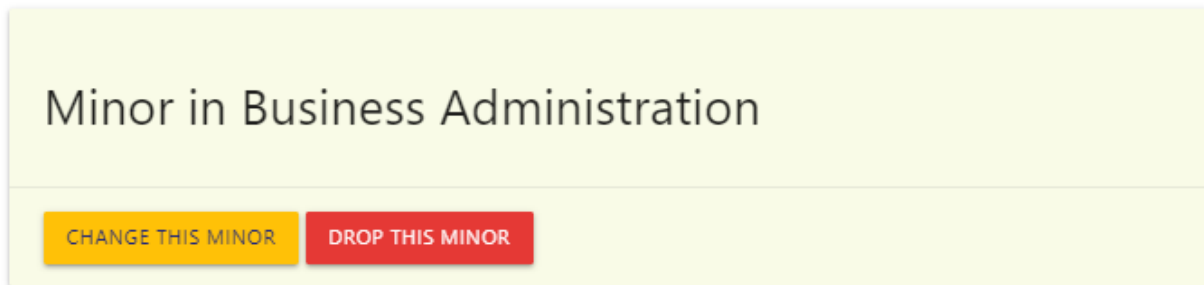
Once a student clicks on "Change This Major" or "Change This Minor", it will direct them to a new page that will display the information related to the program they are wanting to change. Only the selected curricula-related information will display. For example, if the student clicks on "Change This Major" for a second major, only the second major information will display.

Students should use the drop-down menu(s) to select their *new* desired program. Students only need to alter the fields that they are requesting to change. Multiple changes to that specific curricula can be made at one time. For example, a student may request to change their catalog year and degree objective before clicking the "Submit my Change Request".

Only valid curricula options should display. A student with a BS degree would not be able to select a first major in Nursing. If the student wants to change from a major associated with a BS degree to Nursing, they will need to select the corresponding degree (BSN) in order to view/select the appropriate area of Nursing. A default advisor will automatically be assigned based on information provided to the Registrar's Office by the academic departments.

If the student decides they no longer wish to make any changes to the program they have selected, but would like to make other curricula changes, they should click the "Go Back" button near the top left of the form.
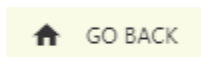
Submitting the Online Major Change Form
Once the student has made the desired changes for that program, the student should click the "Submit My Change Request" button. The student will be asked to confirm their change request. The form will not be officially submitted until the student clicks this final "Submit" button.

Once the form has been submitted, the student will receive confirmation that their request has been submitted.

When the student clicks the "Close" button, they will remain on the page that shows the program they have just requested to change. If the student wishes to make no additional changes, they should click on the "Logout" link at the top right of the webpage. If the student would like to make additional curricula changes, they should select "Logout" and then access the form again to make additional changes. This will result in two separate requests, which is correct. The student's first request, for example, may be to change their first major. They will complete a second request if they also wish to declare a minor.

When/If the student logs back in to the Online Major Change Form, they will see a new section titled "Recent Request(s)". This will show any recently submitted requests and allow the student to view these changes and the status of the request (they can see if the new department has approved the change). As changes are processed, this section will disappear and the student's updated curricula will

display. Major Changes are processed daily, but during certain times of the year, processing may take between 2-3 business days. The "current" curricula displayed on the Online Major Change Form is updated weekly. It is recommended that students check myGate and/or their RACR to confirm their request has been processed.