

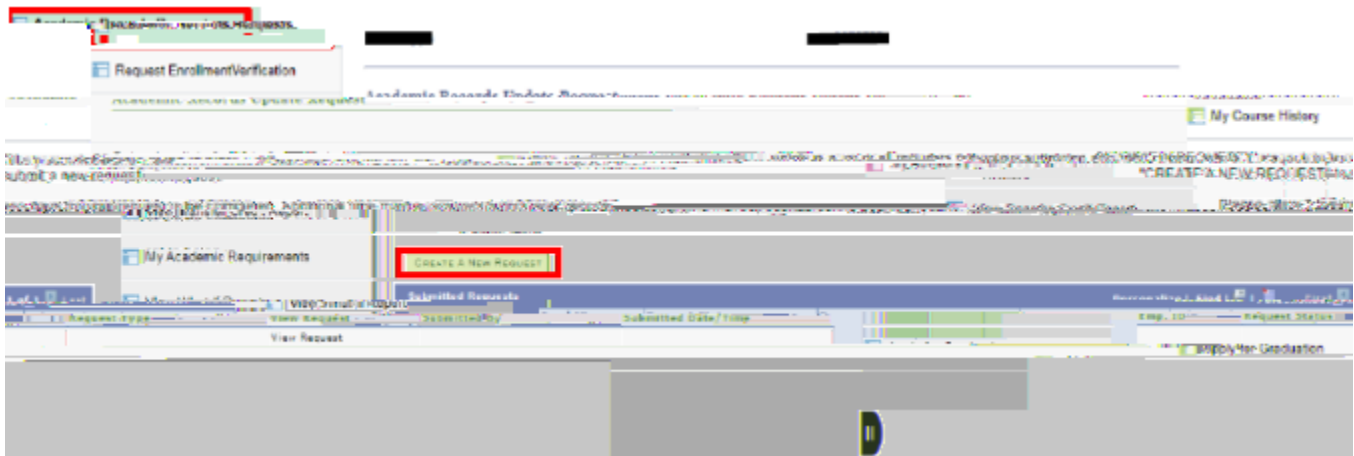
Change of Major, Minor, or Catalog Year For Students

Note: When changing an undergraduate major, a graduate program, or a track/concentration within one, the catalog year will automatically move forward to the current academic year. As such, the student will be required to complete all general education, major, and minor requirements as outlined in that year's catalog. If the student prefers to follow the catalog year of the previous year, they will need to request a change of catalog year. Once the changes are reflected in GullNet, they should log back in and submit a second request to change the catalog year.

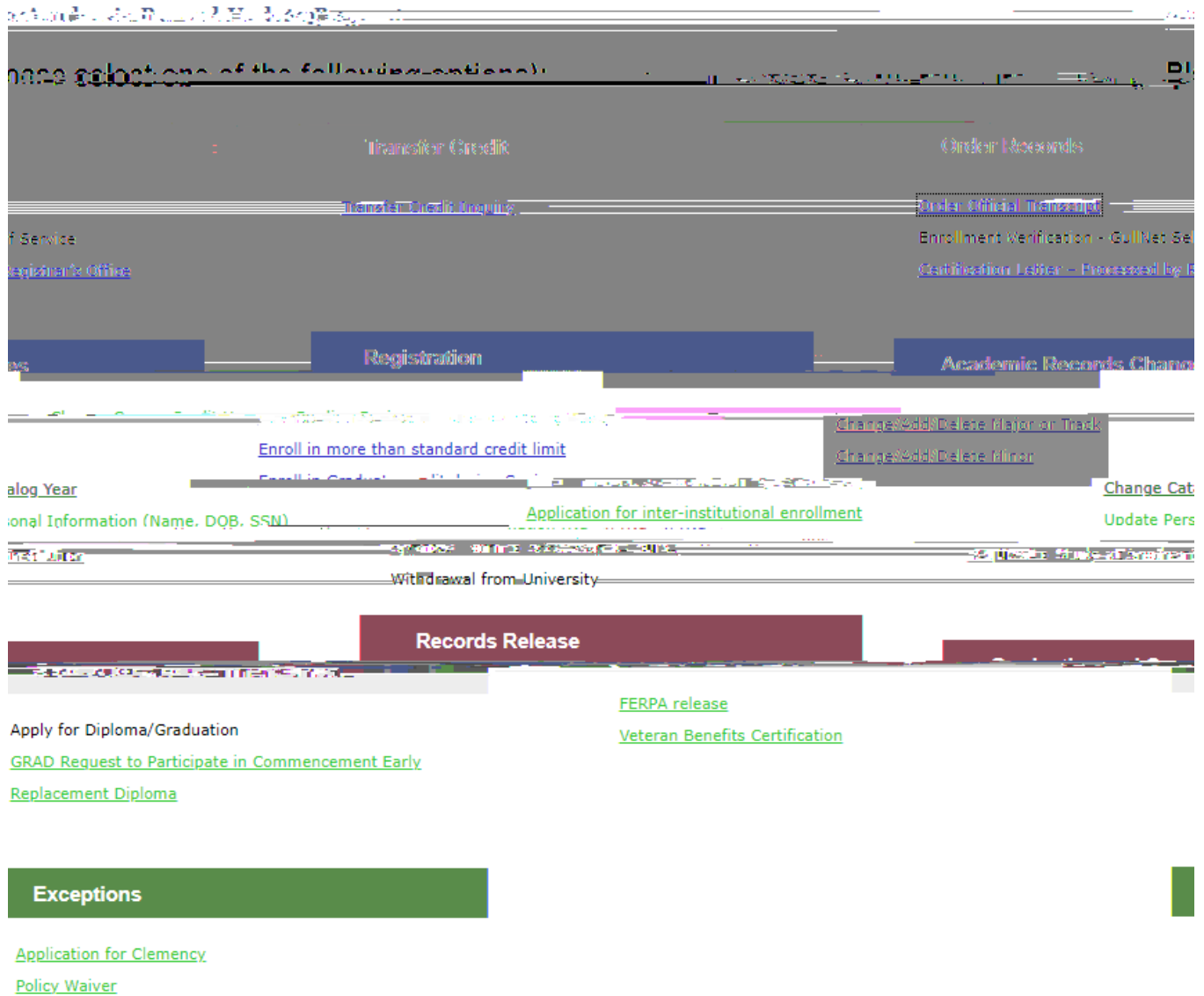
1. Login to GullNet and click the *Academic Record* tile on your home page.



2. Select "Academic Records Requests" and then select "Create a New Request".



3. Choose the appropriate option under Academic Records Changes and follow the steps to submit your request.



4. After the new department approves your request, please allow 5-8 business days for it to be processed. You can review the status of all pending requests by returning to "Academic Records Update Request".