



Clark Atlanta University
Office of the University Registrar

Change of Major Remote Process

Effective Monday, April 20, 2020

Students who need to declare, change add or drop a major, minor or concentration during this remote period of operation may do so via the following remote process.

The process is as follows:

1. Go to the CAU website > Administration > Registrar's Office > Forms.
2. Click the 'Change of Major' Form.
3. The selection will open a request form.

Fill out the form, see example below:

A screenshot of a web form titled 'Clark Atlanta University Office of the University Registrar Change of Major Form'. The form includes a subtitle 'Change of Major Form' and a red asterisk indicating required fields. It contains three input fields: 'Email address *' with a placeholder 'Your email', 'Student's Name? *' with a placeholder 'Your answer', and 'Student's 900 *' with a placeholder 'Your answer'.

4. Upon receipt of the completed form, an official Change of Major Form will be returned to you via DocuSign.

- Click on **Review Document**, an agreement will populate across the screen for signature and verification

Please Review & Act on These Documents DocuSign

Tye Andrews
Clark Atlanta University

Once the document is complete, all involved parties will receive an electronic copy

▶ Please read the Electronic Record and Signature Disclosure.
 I agree to use electronic records and signatures.
 CONTINUE
OTHER ACTIONS ▾

Name: _____ Semester: _____
 Classification: _____ Student ID Number: 900 _____
 Permanent Address: _____
 Number Street City State Zip Code
 Campus Address: _____ Phone Number: _____
 Parent or Guardian (if Applicable): _____
 Address: _____
 Number Street City State Zip Code

- Click **I agree to use electronic records and signatures**, then click continue.

Please Review & Act on These Documents DocuSign

Tye Andrews
Clark Atlanta University

Once the document is complete, all involved parties will receive an electronic copy


▶ Please read the Electronic Record and Signature Disclosure.
 I agree to use electronic records and signatures.
 CONTINUE
OTHER ACTIONS ▾

Name: _____ Semester: _____
 Classification: _____ Student ID Number: 900 _____
 Permanent Address: _____
 Number Street City State Zip Code
 Campus Address: _____ Phone Number: _____
 Parent or Guardian (if Applicable): _____
 Address: _____
 Number Street City State Zip Code

- Fill out the highlighted areas indicated for you. Complete the form via DocuSign and click **finish**.

FINISH
OTHER ACTIONS ▾

Please review the documents below.


CLARK ATLANTA UNIVERSITY
UNDERGRADUATE MAJOR CHANGE FORM
THIS FORM IS USED FOR MAKING ANY CHANGES OR ADDITIONS TO YOUR MAJOR, MINOR, OR CONCENTRATION.
YOU MUST HAVE THE SIGNATURE OF THE CHAIR OF THE OLD AND NEW MAJOR/MINOR/CONCENTRATION. IF YOU HAVE NOT ESTABLISHED A MAJOR (UNDECIDED)/MINOR/CONCENTRATION YOU ONLY NEED THE SIGNATURE OF THE CHAIR FOR YOUR DECLARATION OF FIELD OF STUDY.
 STUDENT NAME: _____ ID#: 900 _____
 EMAIL ADDRESS: _____ PHONE: _____
 The student above is currently classified as a _____ and has been granted permission to have his/her major (field of study) changed.
INSTRUCTIONS
 Use the 'DECLARATION OF MAJOR/MINOR/CONCENTRATION' section if you do not already have a major (field of study)/minor/concentration or are declaring a 2nd major/minor/concentration. Use the 'CHANGE OF MAJOR/MINOR/CONCENTRATION' section if you are changing or removing an existing major (field of study)/minor/concentration.
DECLARATION OF MAJOR/MINOR/CONCENTRATION

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- A confirmation of the completed Change of Major Form will be emailed from the Office of the University Registrar.