Change of Major Process

Students who need to declare, change add or drop a major, minor or concentration 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:

4. Upon receipt of the completed form, an official Change of Major Form will be returned to you via DocuSign.
5. Click on **Review Document**, an agreement will populate across the screen for signature and verification.

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

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

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