

FILE TRANSMITTAL FORM

NAME (Last, First, Middle) _____ ID _____ PHONE NO. (w/area code) _____
 CLASSIFICATION FR. So. JR. SR. SPL. E-MAIL ADDRESS _____
 CURRENT CURR/MAJOR(S) Primary _____ Second _____ Third _____ Minor(s) _____
 PROPOSED CURR/MAJOR(S) Primary _____ Second _____ Third _____ Minor(s) _____ Student Signature _____

PRELIMINARY STEPS FOR STUDENT ATHLETES ONLY (Student athletes must do the following)

_____ Order alternative degree audit for proposed major (fee will be assessed)
 _____ Present alternative degree audit to Student Athlete Services for eligibility review

Approved for Student Athlete Services Date

STEP 1. PRESENT ADVISER

Enclose the following (if applicable):
 _____ Adviser envelope, including grades and admissions materials
 _____ Current semester changes
 _____ Registration authorization form
 _____ Degree audit

Signature of Adviser Date

STEP 2. PRESENT CLASSIFICATION OFFICE

_____ Enclose Dean's folder Location
 _____ TE code
 _____ Have made record of curriculum/major change

Signature for Present Classification Office Date

STEP 3. NEW CLASSIFICATION OFFICE

(Approval of curr./major change is subject to acceptance by new dept.) Location
 _____ Dean's folder and other dean's materials removed

Signature for New Classification Office Date

Unmet High School Admissions Requirement Check

University-wide unmet admissions requirements Admission Date _____
 _____ a. _____

LAS unmet admissions requirements LAS Entry Date _____
 _____ a. F LNG, must be completed by _____ Keyed _____
 _____ b. Third year of Social Studies

STEP 4. NEW DEPARTMENTAL OFFICE

_____ Location
 _____ Change of curriculum/major to this department has been approved.

Signature for Department Date

Name of New Adviser Net ID

Degree Audit Information for New Curriculum/Major

Major _____ Option _____ Expected _____
 Degree Objective _____ Catalog _____ Term of Graduation _____

STEP 5. SHEET RETURNED TO NEW CLASSIFICATION OFFICE

_____ Change of curriculum/major recorded
 _____ Degree audit information entered
 _____ Curriculum/major change sent to Registrar's Office

Effective Date of Change of Curriculum/Major

Note: *Current semester deadlines are not affected by changing curriculum/major.*

Students on academic probation must obtain permission to enter the new curriculum/major from the classifying dean in consultation with the department head of the new curriculum/major.