Change of Major: Process by College

## Summary

Of the 16 University of Arizona colleges offering undergraduate degrees, 8 require students to meet with an advisor to change majors. Far more prevalent is the use of an e-form, as 12 colleges utilize in some manner. Among half of these 12 colleges, the form is the sole procedure named for changing majors. The other 6 institutions require the form in conjunction with either an informational session or a meeting with their advisor.

The most common types of forms used were in Qualtrics, webforms on the department site, or webforms on the department site behind Web Authorization.

As further detailed in C, procedure may differ across departments/schools within a college.

All information was obtained from college or department-run sites, except for the College of Applied Science & Technology and the College of Fine Arts, which were obtained from relevant staff after confirming no procedure was published.

#### Process for students to change their majors

|  |  |  |  |
| --- | --- | --- | --- |
| **COLLEGE** | **MEET WITH ADVISOR** | **FILL OUT FORM** | **ATTEND/ VIEW INFO SESSION** |
| CALES | X | X |  |
| CAST | X |  |  |
| CAPLA |  | X |  |
| Education | X |  |  |
| Engineering |  | X |  |
| COFA | X | X | X |
| iSchool | X | X |  |
| Humanities |  | X |  |
| Eller | X | X | X |
| COM-T |  | X | X |
| Nursing |  |  | X\* |
| Optical Science |  | X |  |
| Pharmacy | X |  |  |
| MEZCOPH |  | X | X |
| Science | X | X | X |
| SBS |  | X |  |

\*Students receive follow-up instructions upon completion of info session, but these instructions were not available.

#### B. Types of Forms

|  |  |  |
| --- | --- | --- |
| **TYPE** | **COLLEGE** | **EXAMPLE** |
| Form built into school site | * CALES * iSchool * SBS | <https://environmentalscience.cales.arizona.edu/content/declare-major-or-minor> |
| Form on site behind WebAuth | * Engineering * Optical Sciences * Science | <https://advising.engr.arizona.edu/change-major/aee/> |
| Form in qualtrics | * CAPLA * Humanities * COM-T * Science | <https://uarizona.co1.qualtrics.com/jfe/form/SV_eLfJ4WaVaNNPree> |
| Next Steps Center | * CAPLA | Can’t access |
| Not disclosed | * COFA | N/A |
| eSMS | * Eller | N/A |
| Word document | * MEZCOPH | <https://publichealth.arizona.edu/sites/publichealth.arizona.edu/files/College%20of%20Public%20Health%20Information%20Session%20Work%20Sheet-2022.docx> |
| Google Form | * Science * SBS | <https://docs.google.com/forms/d/e/1FAIpQLSeB7ZduCHxh7xT227ISEg13bQbFjrBnzVj1ZUgGczIy_GMiJA/viewform> |

#### Breakdown by College

###### CALES (College of Agricultural, Life & Environmental Science)

|  |  |
| --- | --- |
| PROCESS | SCHOOL/ DEPARTMENT |
| Students fill out webform | * Environmental Science * Plant Sciences |
| Students meet with advisor for the major | * Agriculture & Resource Economics * Agricultural Education, Technology & Innovation * Animal & Comparative Biomedical Sciences * Biosystems Engineering * Entomology * Family & Consumer Sciences * Natural Resources & the Environment * Nutritional Sciences & Wellness |

###### CAST (College of Applied Science & Technology)

|  |  |
| --- | --- |
| PROCESS | SCHOOL/DEPARTMENT |
| Students meet with advisor for the major | N/A |

###### CAPLA (College of Architecture, Planning, & Landscape Architecture)

|  |  |
| --- | --- |
| PROCESS | SCHOOL/DEPARTMENT |
| Students fill out webform  OR  Students use Next Steps Center  OR  Students meet with advisor for the major | all |

###### Education (College of Education)

|  |  |
| --- | --- |
| PROCESS | SCHOOL/DEPARTMENT |
| Students meet with advisors for the major | all |

###### Engineering (College of Engineering)

|  |  |
| --- | --- |
| PROCESS | SCHOOL/DEPARTMENT |
| Students fill out webform | all |

###### COFA (College of Fine Arts)

|  |  |
| --- | --- |
| PROCESS | SCHOOL/DEPARTMENT |
| Varies by program:  Students meet with advisor for the major  OR  Students attend session and receive webform to fill out (select Film, Theatre and TV programs)  Many programs require additional application, audition, or portfolio. | all |

###### iSchool (School of Information)

|  |  |
| --- | --- |
| PROCESS | SCHOOL/ DEPARTMENT |
| Students fill out webform and are prompted to set up advising appointment once submitted | N/A |

###### Humanities (College of Humanities)

|  |  |
| --- | --- |
| PROCESS | SCHOOL/ DEPARTMENT |
| Students fill out webform and must follow up with advisor | * Africana Studies * Classics * East Asian Studies * French * German Studies * Italian * Public & Applied Humanities * Religious Studies * Russian & Slavic Studies * Spanish & Portuguese |

###### Eller (Eller College of Management)

|  |  |
| --- | --- |
| PROCESS | SCHOOL/ DEPARTMENT |
| Students must attend information session & are then given link to webform | All (Pre-business & pre-economics) |

###### COM-T (College of Medicine-Tucson)

|  |  |
| --- | --- |
| PROCESS | SCHOOL/ DEPARTMENT |
| Students must watch informational video and complete webform | N/A |

###### CON (College of Nursing)

|  |  |
| --- | --- |
| PROCESS | SCHOOL/ DEPARTMENT |
| Students must attend information session and then receive instructions for changing majors (not specified) | All (Pre-Nursing) |

###### Science (College of Science)

|  |  |
| --- | --- |
| PROCESS | SCHOOL/ DEPARTMENT |
| Students meet with advisor for the major | Astronomy & Steward Observatory  Chemistry & Biochemistry  Cognitive Science  Earth & Environmental Sciences  Ecology & Evolutionary Biology  Geosciences  Hydrology & Atmospheric Science  Mind, Brain & Behavior  Molecular & Cellular Biology  Neuroscience  Physics  Planetary Sciences |
| Students watch informational session and complete e-forms | Computer Science  Mathematics |
| Students must complete webform | Mining & Mineral Resources (only has ugrd minor currently)  Psychology  Speech Language & Hearing Sciences |

###### SBS (College of Social & Behavioral Sciences)

|  |  |
| --- | --- |
| PROCESS | SCHOOL/ DEPARTMENT |
| Students must complete webform | * American Indian Studies * Anthropology * English * Gender & Women’s Studies * Geography, Development & Environment * Government & Public Policy * History * Journalism * Judaic Studies * Latin American Studies * Linguistics * Mexican American Studies * Middle Eastern and North African Studies * Philosophy * Sociology |
| Students must attend information session and then complete webform(s) | * Communications * Philosophy (Philosophy, Politics, Economics and Law BA only) |