**OPUS COLLEGE OF ENGINEERING**

**Request to Add/Drop/Change a Major: Undergraduates**

All undergraduate Engineering students must have at least one primary major declared. This form is to be used by undergraduate Engineering students to add/declare, drop or change a major/concentration within a college. To declare a minor or concentration, submit a Minor Declaration form located in www.marquette.edu/mucentral.

**Instructions for Undergraduate Student**:

1. Type directly on the form below, print and sign the form.
2. If you are an athlete, obtain signature of the Athletic Department.
3. Return the completed form to the Engineering Academic Advising Center, Haggerty 280.
4. If approved, you will be notified once processing is complete.
5. Review your Academic Advisement Graduation Checklist in CheckMarq.

**Instructions for the College**:

1. Approve or deny the request.
2. If denied: notify the student.
3. If approved:
* Enter the major (plan) and/or concentration (sub-plan) update into CheckMarq. Enter the new adviser into CheckMarq, if needed.
* Notify the student.

**Opus College of Engineering Majors:**BIOC – Biocomputing, BIOE – Bioelectronics, BIOM – Biomechanical, CIEN – Civil Engineering, CNEN – Construction Engineering, ENEN – Environmental Engineering, COEN – Computer Engineering, ELEN – Electrical Engineering, MEEN – Mechanical Engineering

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**Student Information:**

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | MUID: |  |

 Last, First , Middle Initial

|  |  |  |  |
| --- | --- | --- | --- |
|  **Are you currently pursuing a concentration? Check if the concentration is already appearing on your record** |[ ]   No Concentration |[ ]  E-Lead |[ ]   Global Engineering |

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**Program Update Information: Check the appropriate box on the left and enter major information on right.**

***NOTE: if your requested new primary major is in another college, do not use this form. Use the*** [***Internal Transfer***](https://www.marquette.edu/mucentral/registrar/documents/RTSUndergraduateRequestforInternalTransfer.pdf) ***for Undergraduate Students form.***

 **I wish to ADD the following:**

|  |  |
| --- | --- |
|[ ]  Initial Major Declaration: Primary Major of:  |  |
|[ ]  Secondary Major of: |  |
|[ ]  Additional Major of: |  |

**I wish to CHANGE the following:**

|  |  |
| --- | --- |
|[ ]  Current Primary Major of: |  |
|  | To new Primary Major of: |  |

**I wish to DROP the following:**

|  |  |
| --- | --- |
|[ ]  Secondary Major of: |  |
|[ ]  Additional Major of: |  |

**CONCENTRATIONS:**

**I wish to** [ ]  **ADD /** [ ]  **DROP the** [ ]  **E-Lead /** [ ]  **Global Engineering concentration.***Note: The E-Lead concentration is added only through the application process.*

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I attest that all of the information above is true and correct and that I wish to have my academic record updated, as described above. Further, I understand that it is my responsibility to know and fulfill all university and college degree/major requirements.

**Signature of Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_**

**If an athlete, signature of Athletic Department required: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_**

**OFFICE USE ONLY**

|  |  |  |  |
| --- | --- | --- | --- |
|[ ]  **Approved** |[ ]  **Denied** | **Reason for Denial:** |  |
| College of Engineering Approval: |  | Date: |  |
| Indicate New Adviser Name : |  |
| PROCESSED by: |  | Date: |  |

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*(12.12.2019)*