

# 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 within a college. To declare a minor or concentration, submit a Minor Declaration form located in [www.marquette.edu/mucentral](http://www.marquette.edu/mucentral).

### Instructions for Undergraduate Student:

1. Type directly on the form below, print the form and sign the form.
2. Print and attach your Academic Advisement (AA) Graduation Checklist Report to this form. Available in CheckMarq.
3. If you are an athlete, obtain signature of the Athletic Department.
4. Return the completed form, with the attachment, to the Engineering Academic Advising Center, Haggerty 280.
5. If approved, you will be notified by the college office once processing is complete.

### Instructions for the College:

1. Approve or deny the request.
2. If denied: notify the student.
3. If approved:
  - Enter the major (plan) information into CheckMarq.
  - Enter the new adviser into CheckMarq, if needed.
  - Sign the form.
  - 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  
Day Phone: \_\_\_\_\_ Email: \_\_\_\_\_@marquette.edu

### **Program Information:**

\_\_\_ I wish to ADD the following:

1. \_\_\_ **Initial Major Declaration:** Primary Major of: \_\_\_\_\_
2. \_\_\_ 2<sup>nd</sup> Major of: \_\_\_\_\_ 3<sup>rd</sup> Major of: \_\_\_\_\_

\_\_\_ I wish to DROP the following:

1. \_\_\_ 2<sup>nd</sup> Major of: \_\_\_\_\_ 3<sup>rd</sup> Major of: \_\_\_\_\_

\_\_\_ I wish to CHANGE the following:

*NOTE: if your new primary major is in another college, do not use this form. Use the RTS -Undergraduate Internal Transfer form.*

1. Current Primary Major of: \_\_\_\_\_ to new Primary Major of: \_\_\_\_\_
2. Current 2<sup>nd</sup> Major of: \_\_\_\_\_ to new 2<sup>nd</sup> Major of: \_\_\_\_\_
3. Current 3<sup>rd</sup> Major of: \_\_\_\_\_ to new 3<sup>rd</sup> Major of: \_\_\_\_\_

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:** \_\_\_\_\_

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### **OFFICE USE ONLY**

\_\_\_ Approved \_\_\_ Denied Reason for Denial: \_\_\_\_\_

College of Engineering Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Indicate New Adviser Name & ID, if applicable: Name: \_\_\_\_\_ MUID: \_\_\_\_\_

PROCESSED by: \_\_\_\_\_ Date: \_\_\_\_\_