

Routing Instructions for *Student Academic Program Selection* form:

**CHANGE OF MAJOR OR MINOR (WITHIN SAME COLLEGE)**

- 1- Current Department/Director signs line "Departmental Chair / Director #1"
- 2- New Department/Director signs line "Departmental Chair / Director #2"
- 3- Current Dean signs line "Dean #1"
- 4- Registrar personnel enters information and stamps form completed

**ADDING A SECOND MAJOR/MINOR (WITHIN SAME COLLEGE)**

- 1- Added Department/Director signs line "Departmental Chair / Director #2"
- 2- Current Dean signs line "Dean #1"
- 3- Registrar personnel enters information and stamps form completed

**ADDING A SECOND MAJOR (OUTSIDE COLLEGE)**

- 1- First Department/Director signs line "Departmental Chair / Director #2"
- 2- Second Department/Director signs line "Departmental Chair / Director #1"
- 3- Dean of First Major Signs line "Dean #1"
- 4- Registrar personnel enters information and stamps form completed

**CHANGE OF COLLEGE**

- 1- New Department/Director signs line "Departmental Chair / Director #2"
- 2- Current Department/Director signs line "Departmental Chair / Director #1"
- 3- Old Dean signs line "Dean #1", attaches form to folder and sends to New Dean
- 4- New Dean signs line "Dean #2"
- 5- Registrar personnel enters information and stamps form completed

**ADDING A FIVE YEAR COMBINATION OR DUAL DEGREE PROGRAM**

- 1- New Department/Director signs line "Departmental Chair / Director #2"
- 2- Current Department/Director signs line "Departmental Chair / Director #1"
- 3- Current Dean #1 signs line "Dean #1"
- 4- New Dean #2 signs line "Dean #2"
- 5- Registrar personnel enters information and stamps form completed