Change of Major/Minor Tutorial
Log Into GoldLink Portal
Once Logged In

• Click on My Faculty Info
Faculty Tools Tab

• Under this tab click on the link that says “more”
Faculty and Advisors Screen

• Click on Undergraduate Major Change link
Major Change Screen

- Enter the student’s E# and click go

Only authorized advisors or staff should submit major and minor changes for their department. Always refer students to the new major or minor department for advisement. The new department will process the change of major or minor.

*** Please note that Education minors must be referred to College of Education advisement office to add education as a minor during the first semester.***
Major/Minor Change Example

• Once you’ve entered the student’s E# you will see this screen
Major/Minor Change Example Cont.

- Click on the drop down menu and select desired change. If there’s a second major or a minor do the same.
Major/Minor Change Example Cont.

- Once those selections have been made click on next
Major/Minor Change Example Cont.

- On this page you will be asked to select the Degree Type click on the drop down menu for Degree type, select and then click on next.

There is no concentration for this particular major so no drop menu appears but if there was one - there would be a drop down menu for you to select the concentration.
Major/Minor Change Example Cont.

• If there’s a Concentration a drop down box will appear on this page; if no the concentration will say: none as seen below. Once you’ve reviewed this page click on the finish button.
Major/Minor Change Example Cont.

• This final screen will appear for you to confirm your information before clicking on submit. Once you’ve checked at the information and verified the change is correct; click on finish.
Major/Minor Change Example Cont.

• This final screen will appear for you to confirm your information before clicking on submit. Once you’ve checked the and verified the change is correct; click on Submit Major Change.
Major/Minor Change Submission

Complete Screen

• When your submission is complete you will see this screen showing that your changes have been submitted.

After the major has been changed you or the person responsible submitting the change and the student will receive an email confirmation. If you have any further questions please contact the Office of the Registrar (423) 439 - 4230.