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

- Click on Advisors
Faculty Advisor Tools
Undergraduate Major Change
Major Change Screen

- Enter the student’s E# and click Go
Major/Minor Change Example

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

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

- Once those selections have been made, click on Next
• 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.

If there is no concentration for this particular major, no drop down menu will appear.
Major/Minor Change Example Continued

• If there is a concentration, the Concentration drop down box will appear on this page. If there is no concentration available, the Concentration will say None. Once you have completed this page click Next.
Major/Minor Change Example

Continued

- Once you have reviewed this page, click on the Finish button.
Major/Minor Change Example

Continued

• This final screen will appear for you to confirm your information. Once you have reviewed 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 for submitting the change and the student will receive an email confirmation. For further questions, please contact the Office of the Registrar (423)439-4230.