Instructions to Student:
1. Students should declare major, minor and concentrations (as applicable) early in their academic careers.
2. Take this form to the advisement coordinator of your NEW major or minor.
3. The NEW major department will request your advisement folder from your OLD major and forward this form to the Office of the Registrar for updating.
4. You may be requested to make a second appointment for advisement once the folder has been received by your NEW major.

Instructions to New Major or Minor Advisement Coordinator:
1. Complete the information below and have the student sign the form.
2. Send a copy of this form to the old major (Old major: ____________), requesting advisement folder transfer and notify the old major of the change.
3. Have the original form delivered to the Office of the Registrar, Room 101, B.E. Dossett Hall.
4. If the student is within their last two (2) terms prior to completing their degree the form must be delivered to the Graduation Office, Room 102-B, B.E.Dossett Hall.

I. NEW MAJOR: (Please provide codes for the college, major and minor)
   Master list of codes available at: http://www.etsu.edu/reg/academics/programlistings.aspx
   College ______________________________________
   Degree ______________________________________
   Major 1 ______________________________________
   Concentration 1 ________________________________

II. NEW SECOND MAJOR
   College ______________________________________
   Degree ______________________________________
   Major 2 ______________________________________
   Concentration 2 ________________________________

III. NEW/ADDED MINOR:
   Minor 1 ______________________________________
   Minor 2 ______________________________________

This student has been interviewed and has been approved with the requirements of the major (minor) and concentration, the core courses, and electives.

Advisement Coordinator: __________________________ SIGNATURE ___________ DATE ___________

I understand the requirements of my new major (minor).

Student Signature: ___________________________ SIGNATURE ___________ DATE ___________

Processed By: _______________________________ SIGNATURE ___________ DATE ___________