

# Change of Major: Getting Started

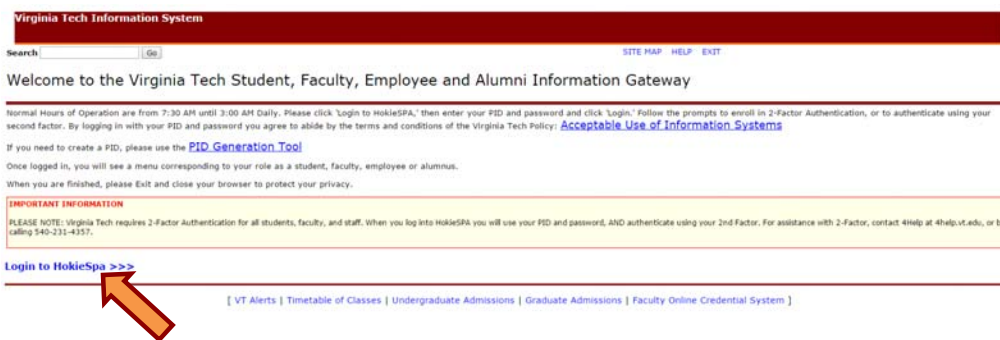


VirginiaTech

Office of the University Registrar

# Login to Hokie Spa

- Go to Hokie Spa



- Enter your PID and password



\*You will be prompted to login with 2-factor \*

# Change of Major

- Once you log into Hokie Spa, select **Change of Major Application (Undergraduate)** at the top of the menu.

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**NEW!** [Change of Major Application \(Undergraduate\)](#)



Use this form to begin the Major Change process.



[Guest Account Access](#)

Manage guest access to your academic record (grades) information and financial aid information.



[Course Request](#)

Course Request for Spring 2017 Opens October 18



**NEW!** [Registration \(Add/Drop\) and Schedule](#)

Look Up Classes; Add or drop classes; Display your class schedule.



[Grades Menu](#)

View Midterm/Final Grades, Class Rank, Transfer and Other Additional Credit information, GPA Calculators.



[Degree Menu](#)

**Undergraduate Students:** Apply for your Degree, Request and view your Degree Audit Report (DARS), Add/Change your Diploma Address.

**Graduate Students:** Apply for your degree, view Plan of Study, view Checklist and let us know if you plan to attend commencement.

# Change of Major Cont'd

- Once you have selected **Change of Major Application**, you will see your academic information listed at the top. Underneath “Major Change Information,” select if transfer credit is pending so that can be considered with your request to change majors.

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Student Major Change Request

**Current Student Information:**

Listed below is your current academic information.

Effective from Spring 2016 to The End of Time	
Student Name:	[REDACTED]
Registered for Current Term:	[REDACTED]
First Term Attended:	[REDACTED]
Last Term Attended:	[REDACTED]
Residence:	[REDACTED]
Class:	Sophomore
Academic Standing Status:	Good Standing
Academic Standing Term:	[REDACTED]
Primary Advisor:	[REDACTED]
Current GPA:	[REDACTED]

**Curriculum Information**

Historical Curriculum Information is available on the Unofficial Transcript.

Level: Undergraduate  
Campus: Blacksburg

**Primary Major Information**

Primary College: The R.D. Pamplin College of Business  
Primary Major: BIT - Business Information Technology  
Primary Degree: BS in Business  
Primary Major Concentration(s): USS - Computer Based Decision Support Systems

**Major Change Information for Fall 2016**

To request a new major, choose the Term, Major, Degree, Concentration (if applicable) and press the appropriate buttons (Select Term, Select Major, Select Degree, Add Major Change).

The following major types are available:

- Non Restricted
- Restricted

Do you have transfer credit pending? ☒ Yes ☐ No

Major:

# Change of Major Cont'd

- You can select from the drop-down list of majors your desired new major.

Virginia Tech Information System

Hokie Plus Hokie Spa Alumni Services

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Student Major Change Request

**Current Student Information:**

Listed below is your current academic information.

Effective from Fall 2016 to The End of Time
Student Name: [REDACTED]
Registered for Current Term: [REDACTED]
First Term Attended: [REDACTED]
Last Term Attended: [REDACTED]
Residence: [REDACTED]
Class: Junior
Academic Standing Status: Good Standing
Academic Standing Term: [REDACTED]
Current GPA: [REDACTED]

**Curriculum Information**

Historical Curriculum Information is available on the Unofficial Transcript.

Level: Undergraduate  
Campus: Blacksburg

**Primary Major Information**

Primary College: Engineering  
Primary Major: CHE - Chemical Engineering  
Primary Degree: BS in Chemical Engineering

**Minor Information**

Minor(s): BME - Biomedical Engineering

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**Major Change Information for Fall 2016**

To request a new major, choose the Term, Major, Degree, Concentration (if applicable) and press the appropriate buttons (Select Term, Select Major, Select Degree, Add Major Change).

The following major types are available:

- Non Restricted
- Restricted

Do you have transfer credit pending? ☐ Yes ☒ No

Major: ACIS - Accounting and Information Systems



# Change of Major Cont'd

- If your desired major is restricted, you will see the minimum requirements to transfer into the major.
  - If applicable, you must also select a concentration/option.

Student Major Change Request

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**Current Student Information:**

▶ Listed below is your current academic information.

Effective from Fall 2016 to The End of Time
Student Name: [REDACTED]
Registered for Current Term: [REDACTED]
First Term Attended: [REDACTED]
Last Term Attended: [REDACTED]
Residence: [REDACTED]
Class: Junior
Academic Standing Status: Good Standing
Academic Standing Term: [REDACTED]
Current GPA: [REDACTED]

Curriculum Information
Historical Curriculum Information is available on the Unofficial Transcript.
Level: Undergraduate
Campus: Blacksburg
<b>Primary Major Information</b>
Primary College: Engineering
Primary Major: CHE - Chemical Engineering
Primary Degree: BS in Chemical Engineering
<b>Minor Information</b>
Minor(s): BME - Biomedical Engineering

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**Major Change Information for Fall 2016**

▶ To request a new major, choose the Term, Major, Degree, Concentration (if applicable) and press the appropriate buttons (Select Term, Select Major, Select Degree, Add Major Change).

The following major types are available:


- Non Restricted
- Restricted

Do you have transfer credit pending?

☐ Yes


☒ No

Major: ACIS - Accounting and Information Systems Select Major

**Restricted Major:**  **ACIS is a restricted major and has the following requirements:**

1. Completion of and a minimum GPA of 2.5 in ACIS 1504, ECON 2005, MATH 1525, and MATH 1526.
2. Minimum 2.0 GPA overall. Applicants are considered on a competitive GPA and space available basis.
3. Minimum 2.5 GPA in all ACIS, ECON, and BIT lower division courses.

Degree: BSBUS - Bachelor of Science in Business

Concentration/Option: ACCT - Accounting Select Concentration 

Reset Form

# Change of Major Cont'd

- After the major request is submitted, you will see a confirmation message at the top and the bottom right of the page (see arrows).
- Engineering is the only major that will allow you to request up to three major options. If you are requesting any other major, you will only be able to select one.

Virginia Tech Information System

Hokie Plus Hokie Spa Alumni Services

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Student Major Change Request

✓ Your Major Change has been submitted.

**Current Student Information:**

Listed below is your current academic information.

Effective from Fall 2016 to The End of Time
Student Name: [REDACTED]
Registered for Current Term: [REDACTED]
First Term Attended: [REDACTED]
Last Term Attended: [REDACTED]
Residence: [REDACTED]
Class: Junior
Academic Standing Status: Good Standing
Academic Standing Term: [REDACTED]
Current GPA: [REDACTED]

**Curriculum Information**

Historical Curriculum Information is available on the Unofficial Transcript.

Level: Undergraduate  
Campus: Blacksburg

**Primary Major Information**

Primary College: Engineering  
Primary Major: CHE - Chemical Engineering  
Primary Degree: BS in Chemical Engineering

**Minor Information**

Minor(s): BME - Biomedical Engineering

**Current Major Change Request(s):**

Listed below are your current requests for Major change (in the order submitted). You may delete any of these until the deadline (press the appropriate Delete button). If you wish to change any of these, simply delete and add a new request.

Term Effective	Major Requested	Degree	Concentration/Option	Date Requested	Delete Request?	Status
Fall 2016	ACIS - Accounting and Information Systems	BSBUS	ACCT - Accounting	25-JUL-2016 11:15:32 am	<a href="#">Delete</a>	Request Submitted

ⓘ You are at the limit of requests that can be made at this time. You may be able to delete previous request(s) above and then add a new one.

# Change of Major Cont'd

- In this scenario, a student is opting to request a transfer to an engineering major.

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Student Major Change Request

**Current Student Information:**

▲ Listed below is your current academic information.

Effective from Spring 2016 to The End of Time	Curriculum Information
<p>Student Name: [REDACTED]</p> <p>Registered for Current Term: [REDACTED]</p> <p>First Term Attended: [REDACTED]</p> <p>Last Term Attended: [REDACTED]</p> <p>Residence: [REDACTED]</p> <p>Class: Sophomore</p> <p>Academic Standing Status: Good Standing</p> <p>Academic Standing Term: [REDACTED]</p> <p>Primary Advisor: [REDACTED]</p> <p>Current GPA: [REDACTED]</p>	<p>Historical Curriculum Information is available on the Unofficial Transcript.</p> <p>Level: Undergraduate</p> <p>Campus: Blacksburg</p> <p><b>Primary Major Information</b></p> <p>Primary College: The R.B. Pamplin College of Business</p> <p>Primary Major: BIT - Business Information Technology</p> <p>Primary Degree: BS in Business</p> <p>Primary Major Concentration(s): OSS - Computer Based Decision Support Systems</p>

**Major Change Information for Fall 2016**

▲ To request a new major, choose the Term, Major, Degree, Concentration (if applicable) and press the appropriate buttons (Select Term, Select Major, Select Degree, Add Major Change).

The following major types are available:

- Non Restricted
- Restricted

Do you have transfer credit pending? ☐ Yes ☒ No

Major:



# Change of Major Cont'd

- The major's minimum requirements will appear. You must click the **"Request Major Change"** button to submit your request.

Effective from Spring 2016 to The End of Time

Student Name: [REDACTED]  
Registered for Current Term: [REDACTED]  
First Term Attended: [REDACTED]  
Last Term Attended: [REDACTED]  
Residence: [REDACTED]  
Class: Sophomore  
Academic Standing Status: Good Standing  
Academic Standing Term: [REDACTED]  
Primary Advisor: [REDACTED]  
Current GPA: [REDACTED]

Curriculum Information

Historical Curriculum Information is available on the Unofficial Transcript.

Level: Undergraduate  
Campus: Blacksburg

Primary Major Information

Primary College: The R.B. Pamplin College of Business  
Primary Major: BIT - Business Information Technology  
Primary Degree: BS in Business  
Primary Major Concentration(s): DSS - Computer Based Decision Support Systems

**Major Change Information for Fall 2016**

To request a new major, choose the Term, Major, Degree, Concentration (if applicable) and press the appropriate buttons (Select Term, Select Major, Select Degree, Add Major Change).

The following major types are available:

- Non Restricted
- Restricted

Do you have transfer credit pending? ☐ Yes ☒ No

Major: AE - Aerospace Engineering

**Restricted Major:**

**AE is a restricted major and has the following requirements:**

1. Change of Major Process for Students not Admitted to College of Engineering  
<http://www.engr.vt.edu/index.php>
2. Change of Major Requirements and Policies:  
[http://www.engr.vt.edu/\\_files/undergraduate/pdf\\_COM\\_Requirements\\_Policies.pdf](http://www.engr.vt.edu/_files/undergraduate/pdf_COM_Requirements_Policies.pdf)
3. Change of Major Application and Dates/Deadlines:  
[http://www.engr.vt.edu/Undergraduate/changing\\_majors/into\\_eng.html](http://www.engr.vt.edu/Undergraduate/changing_majors/into_eng.html)
4. Information Session Required (must register for session):  
[http://www.engr.vt.edu/Undergraduate/changing\\_majors/into\\_eng.html](http://www.engr.vt.edu/Undergraduate/changing_majors/into_eng.html)

Degree: BSAE - Bachelor of Science in Aerospace Engineering

[Run a What-If DARS to see how this change will affect you.](#) (This will open a new window.)

You must press the **Request Major Change** button before this major change is added.

**NOTE:** this request will be reviewed by the department/college and take appropriate action. This request is not effective unless you receive confirmation from the department/college.

# Change of Major Cont'd

- Your major change request was successfully submitted (see circles). You will receive an email confirmation as well with details about when you should expect to hear if you will be able to move into your requested major.

Student Major Change Request

✓ Your Major Change has been submitted.

## Current Student Information:

Listed below is your current academic information.

Effective from Spring 2016 to The End of Time	
Student Name:	
Registered for Current Term:	
First Term Attended:	
Last Term Attended:	
Residence:	
Class:	Sophomore
Academic Standing Status:	Good Standing
Academic Standing Term:	
Primary Advisor:	
Current GPA:	

Curriculum Information	
Historical Curriculum Information is available on the Unofficial Transcript.	
Level:	Undergraduate
Campus:	Blacksburg
Primary Major Information	
Primary College:	The R.B. Pamplin College of Business
Primary Major:	BIT - Business Information Technology
Primary Degree:	BS in Business
Primary Major Concentration(s):	DSS - Computer Based Decision Support Systems

## Current Major Change Request(s):

Listed below are your current requests for Major change (in the order submitted). You may delete any of these until the deadline (press the appropriate Delete button). If you wish to change any of these, simply delete and add a new request.

Term Effective	Major Requested	Degree	Concentration/Option	Date Requested	Delete Request?	Status
✓ Fall 2016	AE - Aerospace Engineering	BSAE		25-JUL-2016 11:06:03 am	Delete	Request Submitted

## Major Change Information for Fall 2016

You previously selected a restricted major. Only an additional restricted major can be added. If you would like to select a non-restricted major, delete the previously selected restricted major(s).

The following major types are available:

- Restricted

Do you have transfer credit pending?

☐ Yes

☒ No

Major: AE - Aerospace Engineering

Select Major

Reset Form



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# Change of Major Cont'd

- As previously noted, if you request an engineering major, you may select up to three engineering major options by completed the same process.

Student Major Change Request

✓ Your Major Change has been submitted.

**Current Student Information:**

▲ Listed below is your current academic information.

Effective from Spring 2016 to The End of Time	
Student Name:	
Registered for Current Term:	
First Term Attended:	
Last Term Attended:	
Residence:	
Class:	Sophomore
Academic Standing Status:	Good Standing
Academic Standing Term:	
Primary Advisor:	
Current GPA:	

**Curriculum Information**

Historical Curriculum Information is available on the Unofficial Transcript.

Level: Undergraduate  
Campus: Blacksburg

**Primary Major Information**

Primary College: The R.B. Pamplin College of Business  
Primary Major: BIT - Business Information Technology  
Primary Degree: BS in Business  
Primary Major Concentration(s): DSS - Computer Based Decision Support Systems

**Current Major Change Request(s):**

▲ Listed below are your current requests for Major change (in the order submitted). You may delete any of these until the deadline (press the appropriate Delete button). If you wish to change any of these, simply delete and add a new request.

Term Effective	Major Requested	Degree	Concentration/Option	Date Requested	Delete Request?	Status
✓ Fall 2016	AE - Aerospace Engineering	BSAE		25-JUL-2016 11:06:03 am	<a href="#">Delete</a>	Request Submitted

**Major Change Information for Fall 2016**

▲ You previously selected a restricted major. Only an additional restricted major can be added. If you would like to select a non-restricted major, delete the previously selected restricted major(s).

The following major types are available:

- Restricted

Do you have transfer credit pending?

☐ Yes  
☒ No

Major: BSE - Biological Systems Engineering

[Select Major](#)

[Reset Form](#)

# Important Reminders

- With the common change of major process, you will only be able to request a change of your primary major three times per year.
- When a change of major period opens, be sure to request your new primary major through the process outlined above.
- The closing date for accepting change of major applications will depend on whether or not your requested major is restricted.
- Please contact your Academic Advisor should you have any questions or concerns regarding changing your major.