



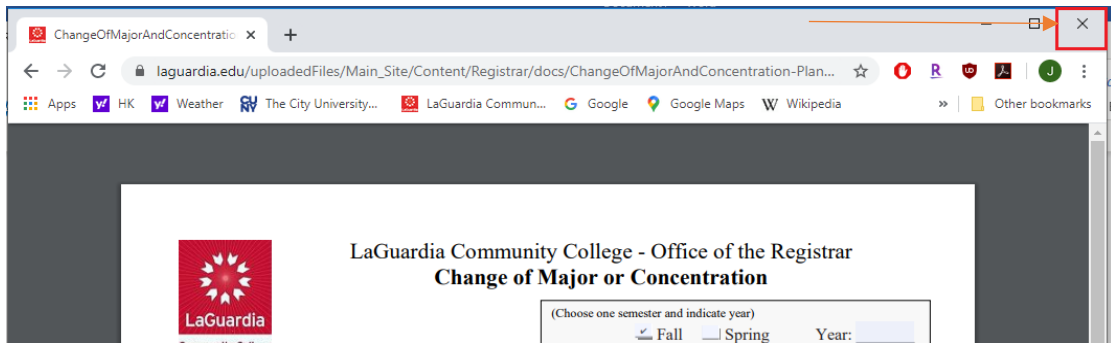
MAJOR CHANGE FORM PROCEDURE

1. Before you submit the Change of Major form, please make an appointment with your advisor to discuss your options.
2. Make sure that you can log into your CunyFirst account. If you do not have an account, please create one now.
3. Go to the Office of the Registrar website at <https://www.laguardia.edu/Registrar/>
4. Follow the steps below to access a Change of Major form:

- a. Download the form from the website



- b. Close the website after it has downloaded



- c. Open the downloaded file on the window



- d. After you have filled out the information and select your major click “Save” to save the file.

Community College Fall Spring Year: 2020

Changing your major may impact your degree requirements, financial aid and the length of time to complete your degree. Consult with your academic advisor prior to submitting this form to explore all your options and ensure that you choose a major that best matches your transfer and career goals.

- Select the MAJOR that you wish to pursue at LaGuardia (refer to the Majors and Concentrations list). You may also declare or change a concentration within a major.
- After you have obtained the proper signatures (if required):
 - Continuing students email this application to registrar@lagcc.cuny.edu with subject “CHANGE OF MAJOR FORM.”
 - New students, who have not yet registered for their first semester, email to complete a “Change of Status Form.” to Office of Admissions at admissions@lagcc.cuny.edu.
- If the change of major affects your transfer credit, please contact a Transfer Credit Evaluator for re-evaluation in the Office of Admissions.

IMPORTANT: Change of Major Forms submitted after the deadline (published Online in the academic calendar) will **not go into effect until the following semester**. Remember, a change of major may also affect your financial aid. Please consult with a financial aid advisor in Student Financial Services, at Financialaid@lagcc.cuny.edu

PLEASE PRINT CLEARLY 11111111
CUNYfirst EMPL ID#

aaa Last Name bbb First Name

If your Major has a Concentration, please declare/change it to the right.

Current Major (Plan)	Current Concentration (Sub-Plan)
Accounting AS	▼

New Major (Plan)	New Concentration (Sub-Plan)
Business Administration AS	▼

Student's Signature: ccccc Date:

2/4/2020 A Program Coordinator's signature is required for any major on the list marked with an asterisk (*) Please refer to the Majors and Concentrations list for the location of coordinators.

5. Complete the change of Major form and submit at the Enrollment Services Center (C107) or send it as an attachment by email at registrar@lagcc.cuny.edu. Your major should be changed within 5 business days.

Note: Be sure that you can log in to your LaGuardia email. We will notify you of your application’s status via your LaGuardia e-mail address.