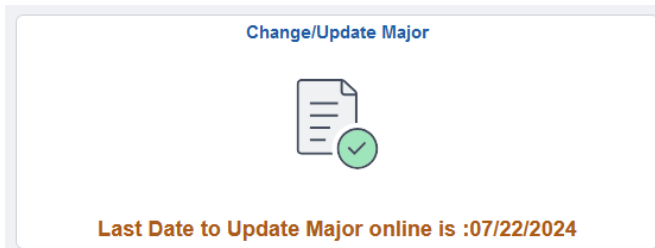


HOW TO CHANGE YOUR MAJOR

AP 5130 (XIII) states that ‘students have a limited number of times they can change their major. They can do so two times within one academic year. Additionally, major changes are only allowed within the first 2 weeks of the term semester for fall or spring term and 1 week in the summer semester.’

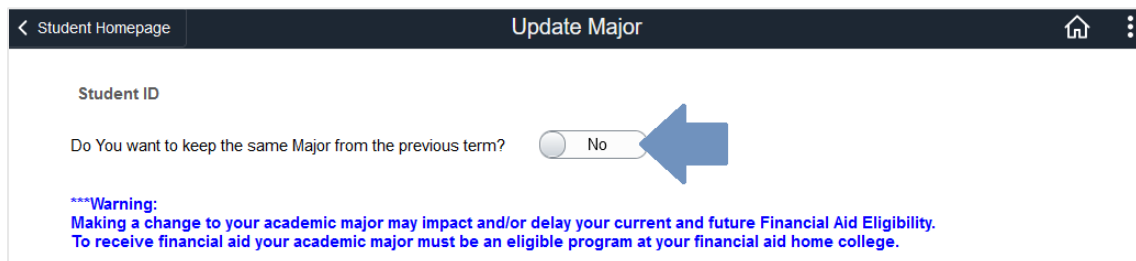
If you change your major outside of these dates, the change will NOT be effective for the current term, but for the following term.

1. Log in to your Campus Solutions account and click the ‘Student Records’ tile:



2. To active the college and major selections, answer ‘No’ to the question ‘Do you want to keep the same major as the previous term?’

Financial Aid students: make sure you check with your college Financial Aid Office before changing your major, as this can impact and/or delay your Financial Aid.

A screenshot of a mobile application interface for "Update Major". The header shows "Student Homepage" and "Update Major". The form contains a "Student ID" field and a question: "Do You want to keep the same Major from the previous term?". A radio button labeled "No" is selected, and a blue arrow points to it. Below the question, there is a warning: "***Warning: Making a change to your academic major may impact and/or delay your current and future Financial Aid Eligibility. To receive financial aid your academic major must be an eligible program at your financial aid home college."

- Once you select a college, all the majors for that college will be available to select from the drop-down menu:

Financial Aid Students: make sure to select a Financial Aid eligible major. All Financial Aid eligible majors are marked with as asterisk (*)

The screenshot shows the 'Update Major' interface. On the left, there is a 'Student Homepage' header and a 'Student ID' field. Below that, a question asks 'Do You want to...'. A warning message states: '***Warning: Making a change to your major may delay your current and future Financial Aid Eligibility. To receive financial aid, you must be enrolled in a Financial Aid eligible program at your financial aid home college.' A list of majors is shown for 'Laney' College, including AFRAM African-American Studs* (AA), AFRAM Social Justice StudsTR* (AAT), ANTHR Anthropology-TR* (AAT), ARCH Architecture* (AS), ARCH Architecture* (CA), ART Ceramics* (AA), ART Foundations of Art (CP), ART Studio Arts-TR* (AAT), ART: Digital Fabrication Tech (CA), ASAME Asian/Asian-Am Studs* (AA), BIOL Biomanufacturing* (CA), BIOL Science* (AS), BNK/F Banking and Finance* (AS), BNK/F Banking and Finance* (CA), and BUS. BUSINESS/Accounting* (AS). A 'Select Major:' dropdown menu is highlighted with a blue box. A 'No' button is visible, and a note indicates that an asterisk (*) indicates a Financial Aid eligible major.

- Once you have selected a major, check the box to agree to the terms and conditions of updating your major and click the submit button:

This screenshot shows the bottom portion of the 'Update Major' form. It includes the same college selection options (Alameda, Berkeley, Laney, Merritt) with 'Laney' selected. The 'Select Major:' dropdown is now set to 'ART Ceramics* (AA)'. A checkbox labeled 'I agree to the terms and conditions' is checked and highlighted with a blue box. Below it is a blue 'Submit' button, also highlighted with a blue box. The asterisk (*) note remains.

- A confirmation page will display your new major:

The confirmation page displays the message: 'Major has been Updated Successfully and below is the latest Major.' Under the heading 'Current Information', the following details are shown: 'Campus Laney College' and 'Major ART Ceramics* (AA)'. The page has a dark header with 'Student Homepage' and 'Update Major' text, and navigation icons on the right.