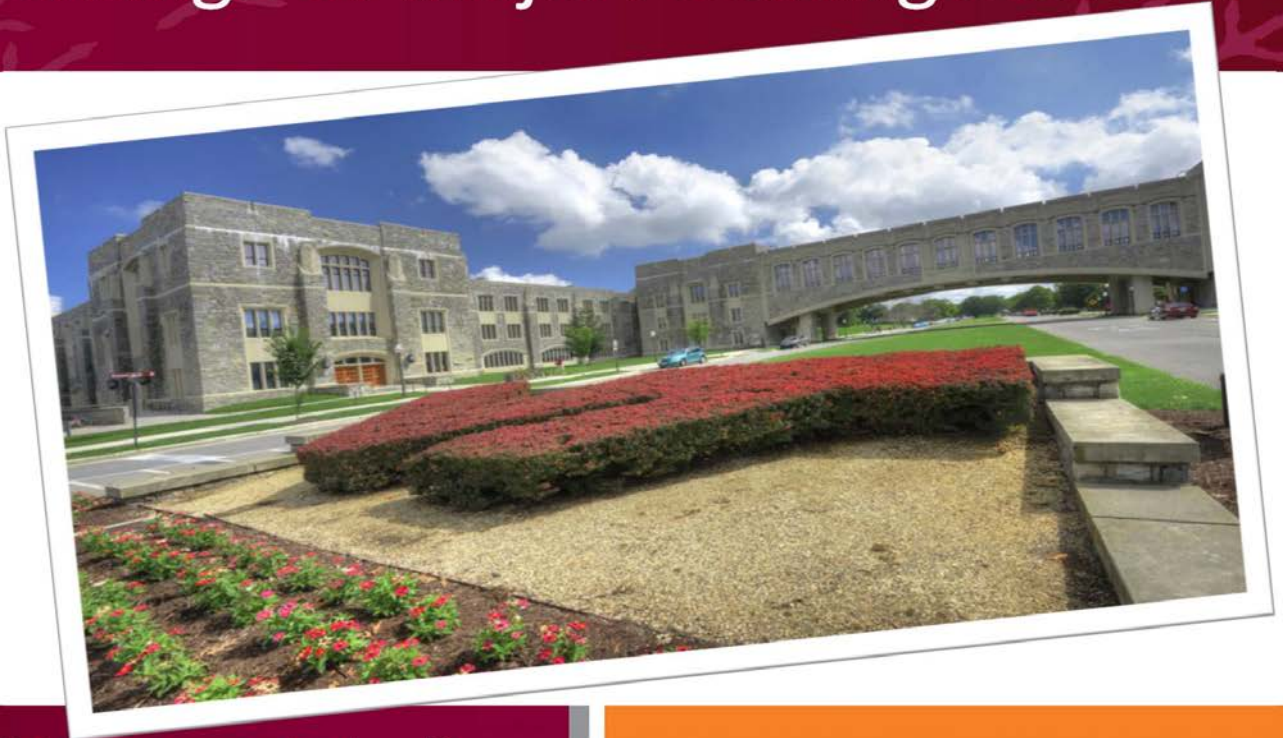


Change of Major: Getting Started

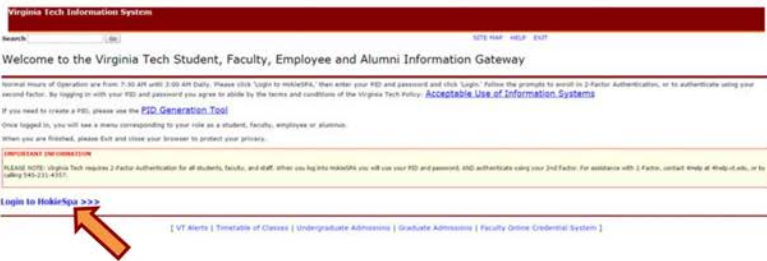


VirginiaTech

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.


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.

Search MENU SITE MAP HELP EXIT

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
Student Name: [REDACTED]	<input type="button" value="Go"/> Historical Curriculum Information is available on the Unofficial Transcript.
Registered for Current Term: [REDACTED]	Level: Undergraduate
First Term Attended: [REDACTED]	Campus: Blacksburg
Last Term Attended: [REDACTED]	Primary Major Information
Residence: [REDACTED]	Primary College: The R.B. Pamplin College of Business
Class: Sophomore	Primary Major: BIT - Business Information Technology
Academic Standing Status: Good Standing	Primary Degree: BS in Business
Academic Standing Term: [REDACTED]	Primary Major Concentration(s): DSS - Computer Based Decision Support Systems
Primary Advisor: [REDACTED]	
Current GPA: [REDACTED]	

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

Home Page | **Public Use** | Alumni Services

Search:

MENU | SITE MAP | HELP | EXIT

Student Major Change Request

Current Student Information:

Listed below is your current academic information.

Student Name: [REDACTED]	Effective from Fall 2016 to The End of Time
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

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:

Source: Banner

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

Current Student Information:

Listed below is your current academic information.

Student Name: [REDACTED]	Effective from Fall 2016 to the End of Term
Registered for Current Term: [REDACTED]	
First Term Attended: [REDACTED]	
Last Term Attended: [REDACTED]	
Residence: [REDACTED]	
Class: [REDACTED]	
Academic Standing Status: Good Standing	
Academic Standing Term: [REDACTED]	
Cumulative 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: Civil - Chemical Engineering
Primary Degree: BS in Chemical Engineering

Minor Information

Minor(s): ENR - Biomedical Engineering

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

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

1. Completion of and a minimum GPA of 2.0 in ACIS 1104, ECON 2005, MATH 1525, and MATH 1526.
2. Minimum 2.0 GPA overall. Applicants are considered on a cumulative GPA and upon available basis.
3. Minimum 2.5 GPA in all ACIS, ECON, and EET lower division courses.

Degree: BSBUS - Bachelor of Science in Business

Concentration/Option: ACCT - Accounting 

Change of Major Cont'd

Major Change Information for Spring 2017

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

Do you have transfer credit pending?

- Yes
 No

Major: NEUR - Neuroscience



Select Major

Click here to select a major within Neuroscience

Degree: BSNEU - Bachelor of Science in Neuroscience

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

Request Major Change

⚠ 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.

Reset Form

 Virginia Tech

Office of the University Registrar

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.

The screenshot displays the Virginia Tech Information System interface. At the top, a green banner reads "Your Major Change has been submitted" with a red arrow pointing to it. Below this, the "Current Student Information" section shows details for a student, including their name, ID, and current major (BS in Chemical Engineering). The "Current Major Change Request(s)" table at the bottom shows a single request for a change to Accounting and Information Systems, with a red arrow pointing to the "Delete" button. A red circle highlights a message at the bottom left: "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."

Virginia Tech Information System

Student Plus / Student View / Alumni Services

Search [] [Go] MENU SITE MAP HELP EXIT

Student Major Change Request

✓ Your Major Change has been submitted

Current Student 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: Senior
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	BSUS	ACCT - Accounting	25-Jul-2016 11:15:32 am	Delete	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.

Hokie Plus Hokie Team Hokie Spa Alumni Services

Search MENU SITE MAP HELP EXIT

Student Major Change Request

Current Student Information:

Listed below is your current academic information.

Effective from Spring 2014 To The End of Time	Curriculum Information
Student Name: ██████████	<input type="checkbox"/> Historical Curriculum Information is available on the Unofficial Transcript.
Registered for Current Term: ██████████	Level: Undergraduate
First Term Attended: ██████████	Campus: Blacksburg
Last Term Attended: ██████████	Primary Major Information
Residence: ██████████	Primary College: The R.B. Pamplin College of Business
Class: Sophomore	Primary Major: BIT - Business Information Technology
Academic Standing Status: Good Standing	Primary Degree: BS in Business
Academic Standing Term: ██████████	Primary Major Concentration(s): DSS - Computer Based Decision Support Systems
Primary Advisor: ██████████	
Current GPA: ██████████	

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 2014 to The End of Time

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

Curriculum Information

National Curriculum Information is available on the official transcript.

Level: Undergraduate
Campus: Blacksburg

Primary Major Information

Primary College: The A. B. Freeman College of Business
Primary Major: BS - Business Information Technology
Primary Degree: BS in Business
Primary Major Concentration(s): BSC - 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:

Restricted Major

AE is a restricted major and has the following requirements:

- Change of Major Process for Students not Admitted to College of Engineering
<http://www.ae.vt.edu/eng.pdf>
- Change of Major Requirements and Policies
http://www.ae.vt.edu/_files/undergraduate/pdf_COM_Requirements_Policies.pdf
- Change of Major Application and Dates/Deadlines
http://www.ae.vt.edu/undergraduate/undergraduate/major/lets_eng.html
- Information Session Required (must register for session)
http://www.ae.vt.edu/undergraduate/undergraduate/major/lets_eng.html

Degree: BSAE - Bachelor of Science in Aerospace Engineering

[View a table of 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.

Pending Major Change Request.
 Your Major Change has been submitted.

Current Student Information:
▲ Listed below is your current academic information.

Student Name:	Effective From Spring 2016 to the End of Time
Registered for Current Term:	
First Term Attended:	
Last Term Attended:	
Residence:	
Class:	Undergraduate
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: BS - Business Information Technology
Primary Degree: BS in Business
Primary Major Concentration(s): D02 - 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 11:04:03 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](#)

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.

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: ██████████	effective from Spring 2016 to the End of Time	Curriculum Information <small>Material Curriculum Information is available on the unofficial Transcript.</small> Level: Undergraduate Campus: Blacksburg Primary Major Information: Primary College: The A.B. Fernald College of Business Primary Major: BIT - Business Information Technology Primary Degree: BS in Business Primary Major Concentration(s): CIS - 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	AS - Aerospace Engineering	BSAE		23-JUL-2016 11:06:02 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: BSE - Biological Systems Engineering

Select Major

Reset Form



Office of the University Registrar

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.