
CHANGES TO STUDENT RECORDS

Students must request a change to their record in writing. Typical changes include name, address, telephone number, social security number, and major. Changes require the student to present appropriate documentation and a photo ID. Address and phone changes may also be made online, and should be verified and updated each term. The post office will not forward official College mail.

Major Changes

To change their major or catalog year, students must complete a *Major/Program Change Form* and submit to the campus Admissions and Records Office by 5 p.m. of the last day to add or drop a class for the earliest part of term in which student is currently enrolled. Students should be aware that a major change could limit or restrict further eligibility for federal/state financial aid or Veterans Benefits, and they should check with those offices prior to submitting a request for change, if appropriate. Student should also check with an advisor to see if additional requirements are needed, such as transcripts or placement testing.

Students cannot change to a different specialization code within the same base degree once:

1. A graduation application has been submitted for the degree or
2. The same degree with any specialization has been awarded at EFSC.

For example, a student who has submitted a graduation application or received the degree of AS/CPASMAD cannot change their major to AS/CPASWAP. This applies to all degrees with multiple specializations.