

Electronic Change of Major Process

1. CONTACT YOUR ADVISOR

- Always discuss with your advisor first! They can help make sure a change of major is in your best interest. Many factors can often influence our decision to change majors and advisors can help make sure you have thought everything through.

2. CONTACT THE DEAN'S OFFICE OF YOUR CURRENT COLLEGE TO BEGIN THE PROCESS

- For current engineering students, email the Office of Student Services at enggss@ksu.edu. For students that are not currently in engineering, please see the "ALL OTHER MAJORS" section below.
 - Be sure to include your name, student ID number, and your desired major in your email.
- The Office of Student Services will send you an email confirming we have received your request and are in the process of updating your major.
- After the change of major appears in KSIS, the Office of Student Services will email you and the receiving department confirming the change of major.

Students NOT currently in the College of Engineering

- Use the following link to find the contact information for your current Dean's Office: <http://www.k-state.edu/directories/academic.html>
- Send an email to your Dean's Office requesting a change of major
 - Be sure to include your name, student ID number, and your desired major in your email.
- Your current Dean's Office will communicate with the Office of Student Services in the College of Engineering to make sure you are eligible to transfer into the College of Engineering.
- After the change of major appears in KSIS, the Office of Student Services will email you and the receiving department confirming the change of major.

3. CHECK KSIS FOR NEW ADVISOR

- After the change of major process has been completed you should be assigned a new advisor in KSIS in 2 – 3 business days. Make an appointment with your advisor as soon as possible to make sure you are on the right track in your new major.

