MAJOR/ADVISOR/CATALOG UPDATE

WV Parkersburg — West Virginia University

Please select one of the following:

☐ Requesting to change advisor only
☐ Requesting to change catalog year only
☐ Requesting to declare a concentration to my current major only
☐ Requesting to change my major, advisor and catalog year

☐ Requesting to add an additional degree, major or concentration to my primary program
☐ Requesting to change my advisor (30+ hours, no longer advised by PAC Advisor)
☐ Add primary advisor only
☐ Add secondary advisor only

Name _____   WVUP ID or SSN _____

CATALOG POLICY: *Students continually enrolled in an academic program whose curriculum has changed may choose to pursue their degree under the new program requirements by **notifying the Center for Student Services of their intent**. Students who chose to follow a newer curriculum may not retroactively select to return to a program's previous course requirements after requesting a change. After formal admission to a program a student has the option of moving to a more recent curriculum but is not required to do so. Otherwise students who are continually enrolled are required to complete their degree under the program requirements as outlined in the catalog for the year in which they were admitted or granted program admission.*

*Programs requiring separate admission (Cosmetology, Pharmacy Technician, Nursing, Surgical Technology) and all baccalaureate programs should not be included on this form (unless selecting pre-admission option) and should utilize the Division process of Program Admission letters.

This form's purpose is to request a change in major, change in advisor, and/or change in catalog year used for graduation. The Center for Student Services will process only with appropriate signatures.

New Degree/Major:

____ Certificate
- ____ Business Administration *433*
- ____ Chemical & Polymer Operator Tech *430*
- ____ Child Development *470*
- ____ Criminal Justice *426*
- ____ Digital Media Production *490*
- ____ Electricity & Instrumentation *420*
- ____ General Education *497*
- ____ Industrial Maintenance *404*
- ____ Patient Care Technician *440*
- ____ Welding *409*

____ Associate in Arts *698*   **Concentration not required, but select from options below if interested in one of these specific areas:*
- ____ Online *698E*
- ____ Multi-Disciplinary Studies (pre-admission) *625*
- ____ RBA (pre-admission) *697*

Catalog Year (Example: 2023-2024) _____

Campus? (Check one)   ☐ Main   ☐ JCC

____ Associate in Applied Science
- ____ Advanced Manufacturing Tech *587*
- ____ Agribusiness *592*
- ____ Area Maintenance Tech** *593*
- ____ Board of Governors *544*
- ____ Business Administration *526*
  - ____ Busn. Admin. Online Conc. *526E*
- ____ Child Development Online *570/Conc: 570E*
- ____ Computer & Information Tech *505*
- ____ Computer Science *554*
- ____ Cosmetology *(pre-admission) 594*
- ____ Criminal Justice *506*
- ____ Digital Communication *581*
- ____ Digital Media Production *590*
- ____ Drafting *579*
- ____ Electricity & Instrument.** *595*
- ____ Elementary Education *596*
- ____ Multi-Craft Technology *546*
- ____ Occupational Development* *525*
- ____ Production Technician** *597*
- ____ Reliability & Maint Tech *589*
- ____ Strategic Communication *582*
- ____ Surgical Tech. *(pre-adm) 567*
- ____ Technical Studies *536*
- ____ Welding Technology *520*

* For Occupational Development:
(indicate organization name)_____

** Currently only for Chemours encumbent workers.

____ Associate in Science
- ____ Business Administration *709*
- ____ General Education *798*

*Concentration not required, but select from option below if interested in this specific area:
- ____ Nursing (pre-adm) *715*

Department Acceptance Signature*

_____

*Signature of Advisor or Chair from New or Additional Major indicates advisement/counseling occurred with student.

I understand that by signing this form, my record will be changed. I have read the complete policy provided above and have sought advisement/counseling from the appropriate departments (may include Financial Aid).

Student Signature _____   Date _____