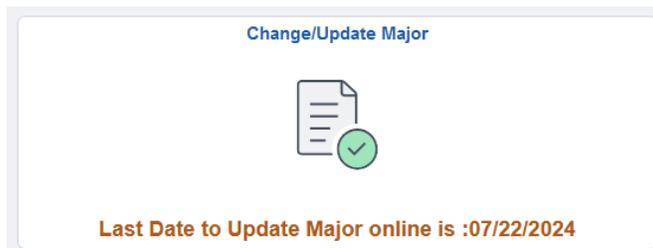


HOW TO CHANGE YOUR MAJOR

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.'

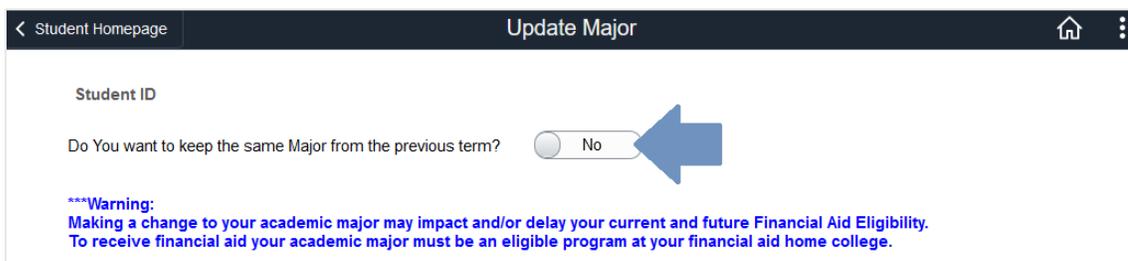
If you change your major outside of these dates, the change will NOT be effective for the current term, but for the following term.

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



2. To active the college and major selections, answer 'Yes' 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.



- 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' form. On the left, there is a sidebar with 'Student ID' and 'Do You want to' sections. Below that, a 'List majors for' section has radio buttons for 'Alameda', 'Berkeley', 'Laney' (selected), and 'Merritt'. A blue arrow points to the 'Laney' option. A list of majors is displayed, 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 blue box highlights the 'Select Major:' dropdown menu. A warning message reads: '***Warning: Making a change to your major may delay your current and future Financial Aid Eligibility. To receive financial aid, you must select a Financial Aid eligible program at your financial aid home college.' A 'No' button is visible. At the bottom, a note states '* 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 features a 'List majors for what college?' section with radio buttons for 'Alameda', 'Berkeley', 'Laney' (selected), and 'Merritt'. Below this is the 'Select Major:' dropdown menu, which is set to 'ART Ceramics* (AA)'. A note '* Indicates a Financial Aid eligible major.' is present. A checkbox labeled 'I agree to the terms and conditions' is checked and highlighted with a blue box. A blue arrow points to the 'Submit' button.

- A confirmation page will display your new major:

The screenshot shows the confirmation page for the 'Update Major' process. The page title is 'Update Major'. A message states: 'Major has been Updated Successfully and below is the latest Major.' Below this, there is a section titled 'Current Information' with a horizontal line. Underneath, it displays 'Campus Laney College' and 'Major ART Ceramics* (AA)'. Navigation icons for 'Student Homepage', a home icon, and a menu icon are visible at the top.