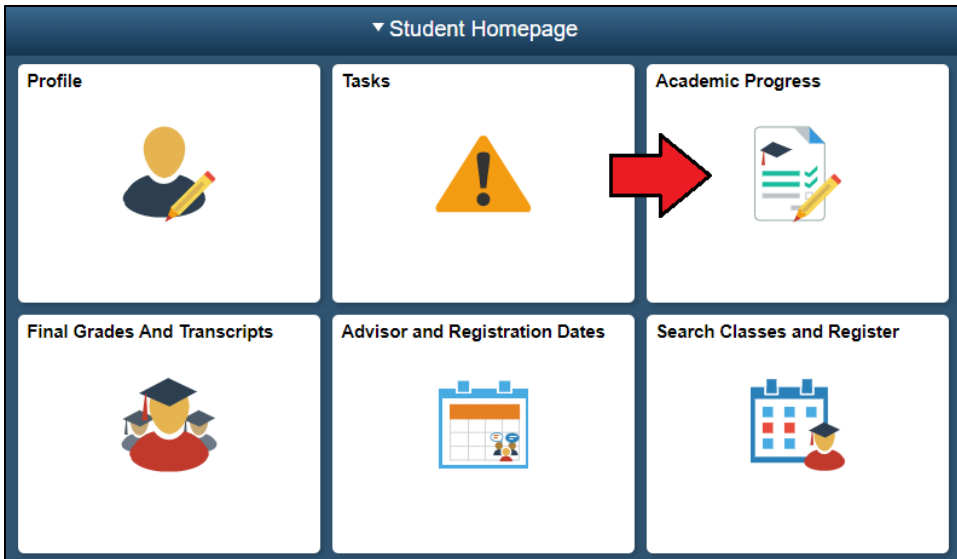


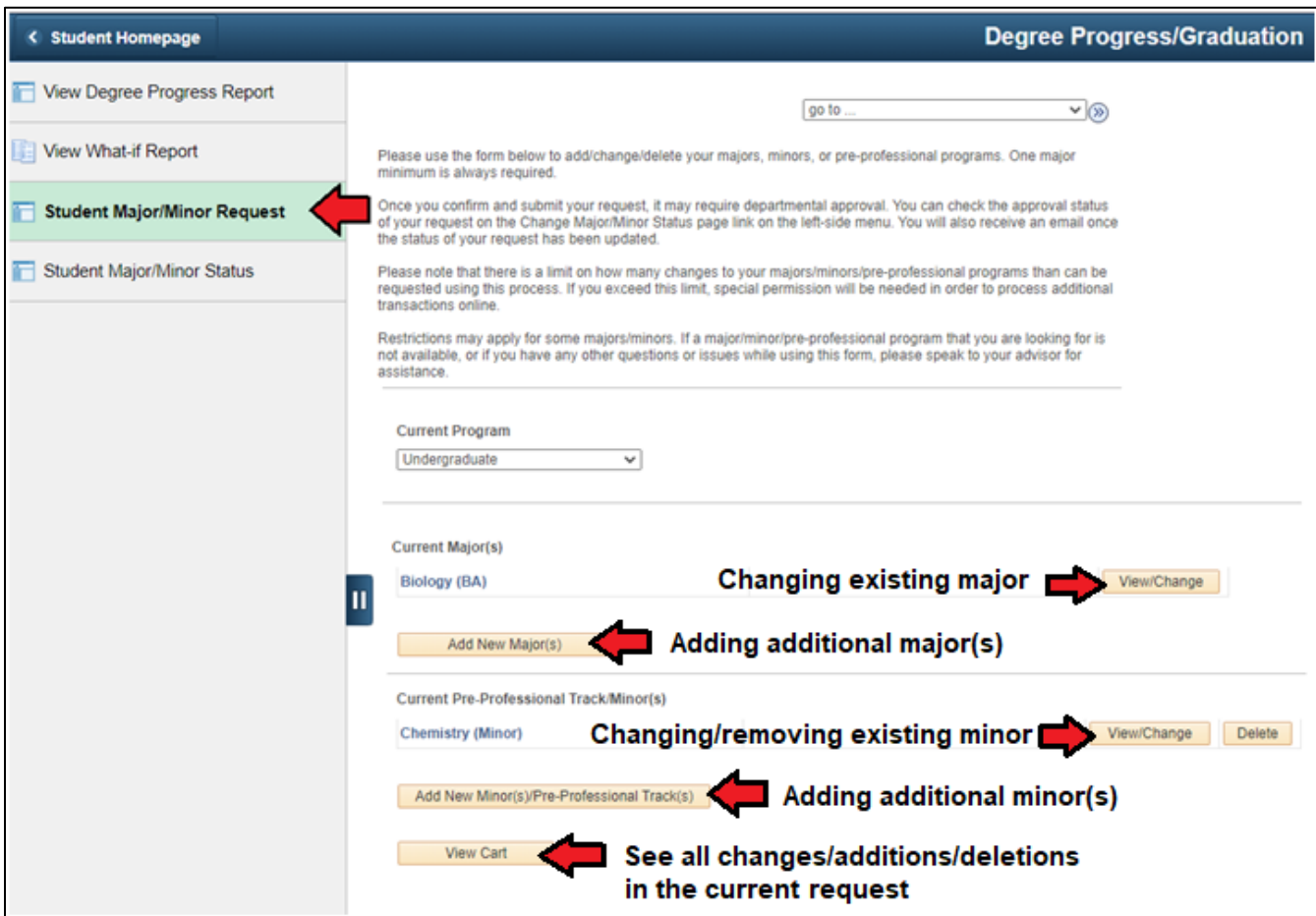
# Changing your Major/Minor in MyStThom

## How do I change, add, or delete majors and minors from my degree plan?

Undergraduates and select graduate programs can now request these changes directly through myStThom. Consult with your advisor to see if this option is available to you. On your *Student Homepage*, click the *Academic Progress* tile:



On the left-side menu, click *Student Major/Minor Request*. Use the buttons on the page to make your desired selections. You can select more than one change per request.



Select your new major/minor/preprofessional program change and add your request to the checkout cart. **If you do not see what you are looking for, please consult with your academic advisor.**

Student Homepage Degree Progress/Graduation

View Degree Progress Report  
View What-if Report  
**Student Major/Minor Request**  
Student Major/Minor Status

go to ...

If the requested Major/Minor does not appear in the selection, please contact the Advising Office. This service cannot be used to change your program/College online. You would need to consult with the Advising Center about submitting a major change request form.

**Current Information...**

Current Organization/Program	Current Major/Minor/Pre-Professional/Degree
Biology	Biology (BA)
Undergraduate	Major
	Bachelor of Arts

**Your Selection...**

Select Major

Accounting (BBA)  
Applied Mathematics (BA)  
Applied Mathematics (BS)

[Why don't I see a plan for selection?](#)

**Find selection in drop-down menu**

**Add to Cart** Add To Cart Back

You can add additional requests using the *Add Another Change Request* button. You can also delete individual selections you wish to remove using the trashcan icon. When all desired changes are in the cart, click *Submit*.

Student Homepage Degree Progress/Graduation

View Degree Progress Report  
View What-if Report  
**Student Major/Minor Request**  
Student Major/Minor Status

go to ...

View the information in your cart. Once validated, click the Submit button. Once submitted you cannot make another request until this is reviewed or you cancel before this request is reviewed.

**My Academic Plan Change Cart...**

Selected Action	Academic Program	Selected Academic Plan	Selected Concentration	Previous Academic Plan	Previous Concentration
Change Major	Undergraduate	Accounting (BBA)		Biology (BA)	

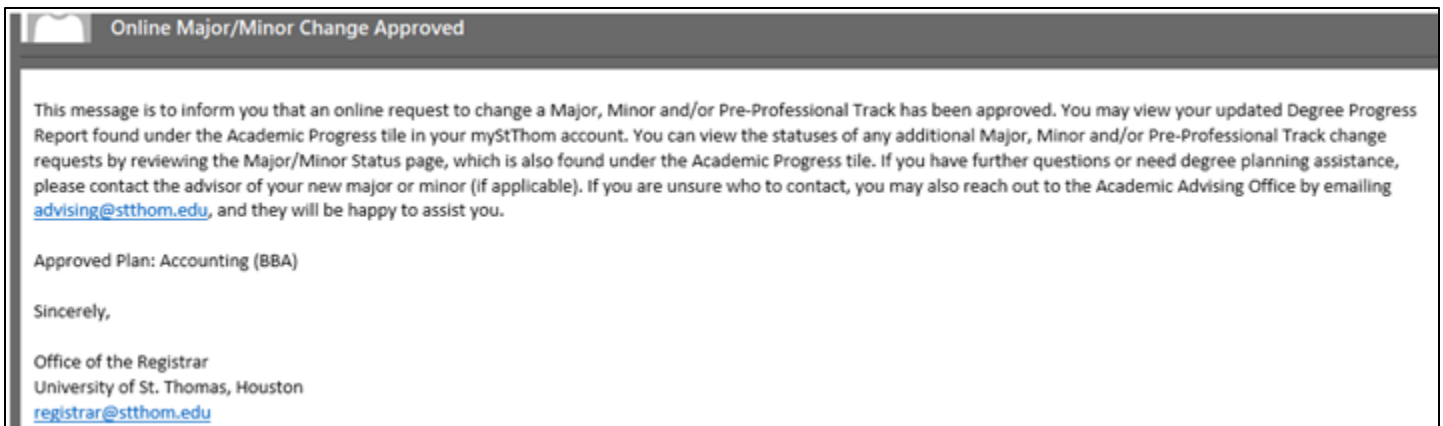
**Submit once all selections are made.** Submit Add Another Change Request

You will be asked to *Confirm*. When this is done, requests for any majors/minors that require approval will be sent to the appropriate department. Someone from that department will reach out to you to set up a meeting to discuss prior to approval.

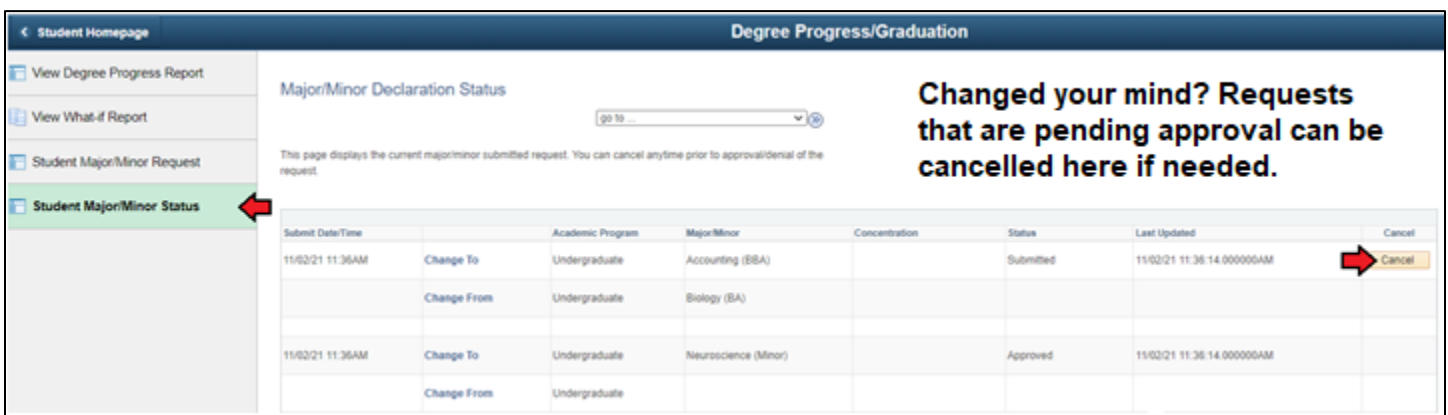
Some of your major change requests and/or selected minor change requests require approval. Any requests requiring approval will be forwarded to the appropriate department for review. The department will reach out to you to discuss this change prior to approval. You may use the Change of Major/Minor Status page in the Student Center to check the status of your request. Click [CONFIRM] to submit your request.

CONFIRM

Once approved, you will receive an email to confirm the change was made. Example below:



Finally, if you change your mind before one of your requests is approved, you can cancel it:



**Questions/Issues? Please contact your current advisor for assistance. You can also contact the Registrar's Office at [registrar@stthom.edu](mailto:registrar@stthom.edu) and we will be happy to assist you.**