An Advisor’s Guide to Changing Majors

One result of semester conversion is that there are multiple types of major changes that will occur over the next few years. Here is a guide for advising students on these changes. A few guiding principles to keep in mind:

- Students cannot follow two separate catalogs for multiple majors or major and minor combinations. (in other words, they cannot pick and choose multiple catalogs. All majors and minors must be following the same catalog guidelines.
- Why is this important? The catalog and major is how we graduate students and therefore it is important that their official record reflects their intended path to graduation!

## Transition Students

**Changing majors WITHIN the “old catalog”**

Transition students (students who began at Otterbein under quarters, but are still enrolled under semesters) stay within their catalog. This means that students may change majors within the “old” catalog.

**Things to Keep In Mind:**

- Students follow the INST transition plan.
- Students must meet the requirements of the major (use transition materials to use quarter requirements met with semester classes)
- Students must obtain 120 total semester hours.

**Process for Changing:**

- Student complete Change of Major Form in the Registrar’s Office (use form to stay within “old” catalog).

## Transition Students

**Changing majors to the “new catalog”**

Transition students (students who began at Otterbein under quarters, but are still enrolled under semesters) by default stay within their catalog, but have the option to move to the new catalog. This includes students who want to follow the new major requirements, even if the name of their major is staying the same. They must still switch catalogs.

**Things to Keep In Mind:**

- Students can follow the INST transition plan.
- Students must meet all requirements of the new major. (course equivalency guides can be used to help understand any past coursework that can count towards the new major)
- Students must obtain 128 total semester hours.

**Process for Changing:**

- Student complete Change of Major Form in the Registrar’s Office (use form to change catalog and majors).

## New Students

**Changing majors WITHIN the “new catalog”**

Newly enrolled students (anyone starting in the Fall of 2011 and beyond) can change majors within the new catalog.

**Things to Keep In Mind:**

- Students follow the degree requirements of the new major.
- Students must obtain 128 total semester hours.

**Process for Changing:**

- Student complete Change of Major Form in the Registrar’s Office (use form to change majors within the...