

HOW TO DECLARE/CHANGE A MAJOR, A MINOR, OR AN ADVISOR

MAJORS AND MINORS

- 1) Students may easily declare, or change, their major(s) and minor(s) through the Portal by following these simple steps:
 - Sign in to the Portal
 - Click the “My Academics” tab
 - Select “Grades and Academic Records” on the left-hand navigation bar
 - Select “Change Major or Minor” in the left-hand navigation
 - Select the appropriate choices from the pull-down menus provided
- 2) Student-designed majors may only be declared after consultation with the Coordinator of Student-designed majors, Don Stabile (drstabile@smcm.edu). Please keep in mind the following deadlines:
 - Students must declare their SDM prior to completion of 46 credit hours
 - All SDMs must be approved by the Curriculum Committee. In order to ensure consideration prior to registration, paperwork must be submitted several weeks before Advising Day; please check with Don Stabile for this semester’s deadline.

Notes:

- Students should declare a major by the end of their sophomore year. Without a major on record, they will not be permitted to register for classes.
- Students wishing to change their major in their senior year must meet with a member of the Registrar’s office for advisement.

ADVISOR CHANGES

Students may request a change of advisor at any point in their academic career. They are strongly encouraged to seek an advisor in their major discipline by the end of their sophomore year; students with a double major, although having only one advisor, should still find a faculty member in their second discipline with whom to consult informally.

- 1) Students are responsible for locating a new advisor. If they are unsure whom to approach, they may consult with the Chair of their major department or program.
- 2) **The new advisor must e-mail advising@smcm.edu with the change request.** All requests should include the student’s full name and ID number.
- 3) A confirmation e-mail will be sent to the student, the new advisor, and the previous advisor once the change has been made. Students and faculty may also confirm the change by checking their records in the Portal.

Notes:

- Change requests coming directly from students cannot be honored. Faculty may forward e-mailed requests from students along with their approval.
- Advisor changes cannot be made during Advising week or the registration period.