Change of Program Process for New First-Year Students

Your assistance is important to ensuring a student’s orientation is positive and productive. If you have any questions/suggestions regarding this document, call Michele O’Connor at x1-0550.

A. Student wants to change to a major in a different school/college prior registration for Orientation.
   □ Student completes and submits the “OFFICE OF UNDERGRADUATE ADMISSIONS CHANGE FORM” found at the orientation website: [http://www.temple.edu/studentaffairs/orientation/freshman-orientation/changing-your-major.asp](http://www.temple.edu/studentaffairs/orientation/freshman-orientation/changing-your-major.asp).
   □ After submitting the completed form to Undergraduate Admissions the student will need to contact the Office of Orientation to change their on campus advising session to the new school/college if they previously scheduled an orientation. (Call 215-204-8531 or email: orientation@temple.edu)

B. Student wants to change to a major in a different school/college after registering for Orientation.

   Needed Materials: (All materials are available at [www.temple.edu/vpus/resources/advising.htm](http://www.temple.edu/vpus/resources/advising.htm))
   1. Handout #1: Guidelines for Changing Your Major
   2. Handout #2: School/College letters for Scenario 2a
      (Advisor in the “original” school college will select the appropriate School/College Handout and review with student.)
   3. Change of Program Form (during Orientation)
      (Ask student to complete/sign; fax to appropriate school/college and honors if appropriate.)

   Scenario 1 – Student informs their OWLteam Leader that they have decided to change majors upon arrival at orientation or no later than 12:00pm on Day 1 of orientation.
   □ Student will attend the “new” school/college meeting and meet with an advisor of his/her “new” college.
   □ New school/college has student complete the “Change of Program Form (during Orientation)” form found at the OSVPU website: [www.temple.edu/vpus/resources/advising.htm](http://www.temple.edu/vpus/resources/advising.htm).
      a. Student does not receive a copy of this form – it is an internal document only.
      b. New school/college will send/fax the completed “Change of Program Form (during Orientation)” to the original school/college so the original school/college records can be updated.

   • New school/college will submit the Change of Program work flow to the Office of the University Registrar.
   • New school/college will make note of change of program in the General/Faculty section of Advising Database.

   Scenario 2 – Student informs their OWLteam Leader that they have decided to change majors after 12:00pm on Day 1 of orientation.
   □ 2a. For any major in any school/college (except the Division of University Studies (see 2b)), the student will follow the schedule for their “original” school/college, i.e. attend the college meeting and meet with the advisor.
      o The advisor of the “original” school/college will assist the student with their schedule for the “new” major using the 8-semester suggested sequence in the bulletin and the “new” school/college’s orientation letter. (Handout # 2 [http://www.temple.edu/vpus/resources/advising.htm](http://www.temple.edu/vpus/resources/advising.htm)) A copy of the school/college letter should be given to the student. This letter will include the “next steps” the student needs to take to finalize their change of program.
      o Student completes the “Change of Program Form (during Orientation)” form during the advising session.
         a. Student does not receive a copy of this form – it is an internal document only.
         b. Original school/college will send/fax the completed “Change of Program Form (during Orientation)” to the new school/college.
         c. New school/college will submit the Change of Program work flow to the Office of the University Registrar.
         d. New school/college will make note of change of program in the General/Faculty section of Advising Database.
      o New school/college will review the student’s roster and follow-up with the student to discuss any needed revisions, transfer credit needing further review, or any steps needed to finalize the change of major.

   • 2b. Students changing to the Division of University Studies, will report to 1810 Liacouras Walk, Suite 101 at 9am with Rotation #1 on Day 2 of orientation.
      o Student will meet with an advisor in DUS.
      o Student completes the “Change of Program Form (during Orientation)” form during the advising session.
         a. Student does not receive a copy of this form – it is an internal document only.
         b. DUS will send/fax the completed “Change of Program Form (during Orientation)” to the original school/college.
         c. DUS will submit the Change of Program work flow to the Office of the University Registrar.
         d. DUS will make note of change of program in the General/Faculty section of Advising Database.

C. Students who have already completed Orientation and want to change to a program in a different school/college should contact their advising office for information about the Change of Program (Intra-University Transfer (IUT)) process.