Change of Program Process for New First-Year Students

A. Student wants to change to a major in a different school/college before they attend Orientation:

- Student completes the online Change of Major/Program Form at the orientation website.
- Admissions reviews the form and changes the major if student is not registered for any classes or NSO session in Banner.
- If student is registered for classes or NSO session, Admissions adds student to shared Google Sheet for school/college to review.
- School/College of the new major submits the Change of Program Workflow, adjusts schedule if needed, and marks Google Sheet (School/College does not change NSO session – Orientation office does this).
- Orientation office updates student’s orientation session if needed, notifies student, and marks Google Sheet.

B. Student wants to change to a major in a different school/college during Orientation

Scenario 1 – Student decides to change majors at check-in
- Orientation office will update the check-in Google Sheet showing CoPs and Add-Ons
- New school/college will submit the Change of Program Workflow to change the major in Banner.
- New school/college will make note of change of program in the Academic Advising Database.

Scenario 2 – Student decides to change majors after check-in but before lunch on day 1
- Student will attend the “new” school/college meeting and meet with an advisor of their “new” college.
- New school/college will submit the Change of Program workflow to the Office of the University Registrar.
- New school/college will make note of change of program in the Academic Advising Database.

Scenario 3 – Student decides to change majors after lunch on day 1
- Student stays with their original school/college throughout orientation, including registration on Day 2.
- Advisor in the original school uses the Academic Plan in the Bulletin to help the student register.
- Advisor in the original school gives student the new school’s orientation letter from the VPUS website.
- Original school lists student on the “Late Major Changes” tab of the shared Google Sheet.
- New school/college will submit the Change of Program Workflow and mark the Google Sheet.
- New school/college will make note of change of program in the Academic Advising Database.
- New school/college will review the student’s roster and communicate with the student to confirm their change of major and discuss any needed schedule revisions, transfer credits, or other steps needed.

Exception for students changing into the Division of University Studies (DUS):

- Students can change into DUS during orientation until the start of the first DUS advising session on Day 2.
- DUS should be notified at 215-204-2500.
- Student must attend first DUS advising session on Day 2 (Mitten Hall, suite 110).
- DUS will submit the Change of Program Workflow.
- DUS will make note of change of program in the Academic Advising Database.

C. Student wants to change to a major in a different school/college after attending Orientation.

- Student should contact their intended school/college and follow the prescribed Change of Program process for that school/college.