

# 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 to June 15th.

- 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>.
- 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](mailto:orientation@temple.edu))

## B. Student wants to change to a major in a different school/college after June 15<sup>th</sup> and prior to or during 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 OSVPUS 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.
  - 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>) 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.
  - 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.
  - 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.
  - Student will meet with an advisor in DUS.
  - 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 Intra-University Transfer (IUT) process.