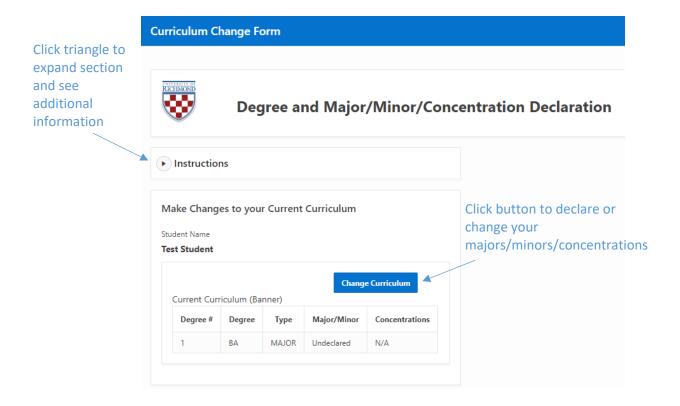
Instructions for the Curriculum Change Form

Make Changes to your Current Curriculum

To change your current degree, major, minor and/or concentration declarations, click the blue 'Change Curriculum' button, which will bring up the Major/Minor Declaration form.

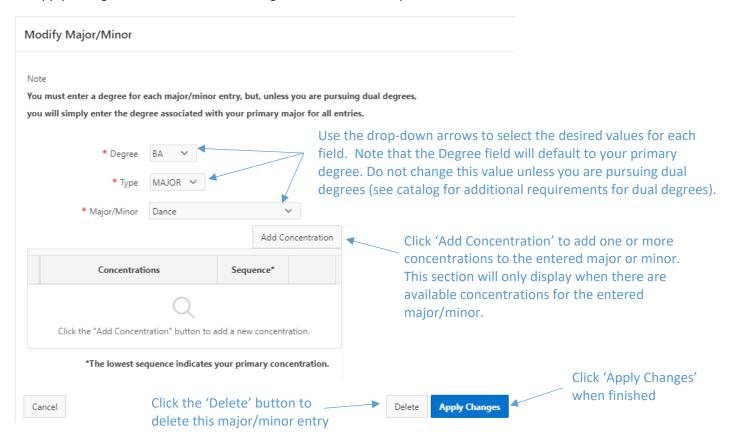


From this form, you may click the blue 'Add Major/Minor' button to add additional curriculum rows, or you may click the yellow pencil icon in the 'Edit Entry' column to edit an existing curriculum row. To delete an existing row, click the pencil icon, then click the 'Delete' button on the next form (you will need to click 'OK' to confirm deletion). To make changes to any declared concentrations, you will first need to click the pencil icon for the major or minor associated with the concentration, and then you will see the concentration grid on the next displayed form, and you can make any desired changes there.

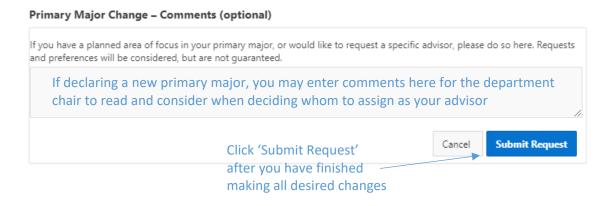


For every curriculum entry, you will need to select the degree you are pursuing, the curriculum type (major or minor), and the specific curriculum you would like to declare. If your declared curriculum offers associated concentrations, you will see an 'Add Concentration' button that will allow you to declare a concentration. (*Note: Most students pursue just one degree and accordingly will enter the same degree value on all of their major/minor entries. If you are pursuing dual degrees, your first major entered under each degree must be a valid selection for that degree. Please refer to the catalog for more information about additional requirements for students pursuing dual degrees: https://undergraduatecatalog.richmond.edu/academic/index.html.)*

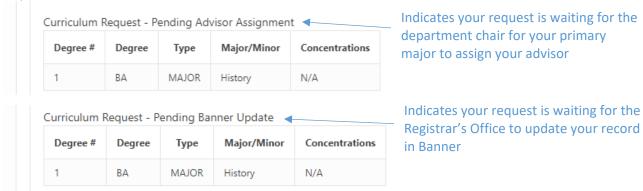
Click 'Apply Changes' to save curriculum changes and return to the previous screen.



If you are declaring a new primary major, you will be assigned an advisor for that area of study. You may enter comments in the 'Primary Major Change – Comments' box if you would like to provide the department chair with more information about your planned area of focus to help them select an advisor that will be a good match. Specific advisor requests may be made here as well, but there is no guarantee that you will be assigned your requested advisor. Once you have completed the Major/Minor Declaration form, click the blue 'Submit Request' button.

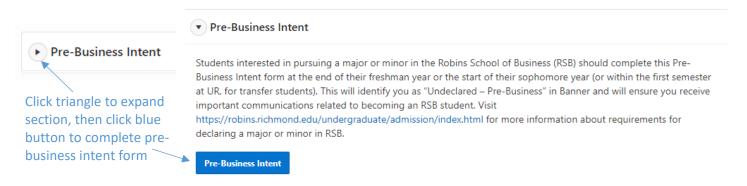


You will see your new declarations displayed at the bottom of the screen along with the current status of your request. You will receive an email notification when your request has been fully processed. If you need to cancel your request, click the blue 'Change Curriculum' button again and then click 'Delete Request'. Note that you cannot cancel a request once it has been processed by the department chair (the 'Change Curriculum' button will no longer appear). You will instead need to wait for the request to be fully processed and updated in Banner, and then you can submit a new request.



Declare Pre-Business Intent

Students wanting to declare intent to major or minor in the Robins School of Business should click the triangle to the left of 'Pre-Business Intent' to expand that section, and then click the blue 'Pre-Business Intent' button and complete the displayed form. Pre-Business Intent should be declared at the start of the sophomore year.



Special Situations - Declaring Leadership Studies or Interdisciplinary Studies

Students wishing to major or minor in the Jepson School of Leadership Studies will need to apply for admission during the fall of their sophomore year. Visit https://jepson.richmond.edu/major-minor/prospective-students/index.html for more information. Students interested in pursuing an Interdisciplinary Studies major will need to apply by April 1 of their sophomore year. Visit https://interdisciplinarystudies.richmond.edu/major/index.html for more information.

Questions?

Contact the Registrar's Office at (804) 289-8639, or email registrar@richmond.edu.