

# 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.

Click triangle to expand section and see additional information

Click button to declare or change your majors/minors/concentrations

Make Changes to your Current Curriculum

Student Name  
**Test Student**

Change Curriculum

Degree #	Degree	Type	Major/Minor	Concentrations
1	BA	MAJOR	Undeclared	N/A

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.

Click button to add an additional major/minor

Click pencil icon to edit existing entry

Major/Minor Declaration

Add Major/Minor

Degree #	Degree	Type	Major/Minor*	Edit Entry
1	BA	MAJOR	Undeclared	

\*The first major listed under degree #1 signifies your primary major, and will be used for advisor assignment.

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://undergradcatalog.richmond.edu/academic/index.html>.)

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

The screenshot shows the 'Modify Major/Minor' form. At the top, there is a 'Note' section with instructions. Below the note are three dropdown menus: '\* Degree' (set to BA), '\* Type' (set to MAJOR), and '\* Major/Minor' (set to Dance). To the right of these dropdowns, a blue arrow points to each, with the text: 'Use the drop-down arrows to select the desired values for each field. Note that the Degree field will default to your primary degree. Do not change this value unless you are pursuing dual degrees (see catalog for additional requirements for dual degrees).' Below the dropdowns is an 'Add Concentration' button. A blue arrow points to this button with the text: 'Click 'Add Concentration' to add one or more concentrations to the entered major or minor. This section will only display when there are available concentrations for the entered major/minor.' Below the button is a table with two columns: 'Concentrations' and 'Sequence\*'. The table is currently empty, with a magnifying glass icon and the text: 'Click the "Add Concentration" button to add a new concentration.' Below the table is the text: '\*The lowest sequence indicates your primary concentration.' At the bottom of the form are three buttons: 'Cancel', 'Delete', and 'Apply Changes'. A blue arrow points to the 'Delete' button with the text: 'Click the 'Delete' button to delete this major/minor entry'. Another blue arrow points to the 'Apply Changes' button with the text: 'Click 'Apply Changes' when finished'.

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.

#### Primary Major Change – Comments (optional)

If you have a planned area of focus in your primary major, or would like to request a specific advisor, please do so here. Requests and preferences will be considered, but are not guaranteed.

If declaring a new primary major, you may enter comments here for the department chair to read and consider when deciding whom to assign as your advisor

Click 'Submit Request' after you have finished making all desired changes

Cancel Submit Request

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.

Curriculum Request - Pending Advisor Assignment

Degree #	Degree	Type	Major/Minor	Concentrations
1	BA	MAJOR	History	N/A

Indicates your request is waiting for the department chair for your primary major to assign your advisor

Curriculum Request - Pending Banner Update

Degree #	Degree	Type	Major/Minor	Concentrations
1	BA	MAJOR	History	N/A

Indicates your request is waiting for the Registrar's Office to update your record in Banner

### 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.

Pre-Business Intent

Students interested in pursuing a major or minor in the Robins School of Business (RSB) should complete this Pre-Business Intent form at the end of their freshman year or the start of their sophomore year (or within the first semester at UR, for transfer students). This will identify you as "Undeclared – Pre-Business" in Banner and will ensure you receive important communications related to becoming an RSB student. Visit <https://robins.richmond.edu/undergraduate/admission/index.html> for more information about requirements for declaring a major or minor in RSB.

Pre-Business Intent

### 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](mailto:registrar@richmond.edu).