

Instructions for Application for Undergraduate Change of College (UMD campus)

If your desired major is outside your current collegiate unit, submit an *Application for Undergraduate Change of College* to the collegiate unit that offers the new major. You must meet the transfer admission criteria of the desired unit in order for the change of college request to be approved. Check with the appropriate student affairs/advising and academic services office for specific criteria.

Processing Time

It may take one-to-two weeks for an *Application for Undergraduate Change of College* form to be fully processed, depending on the time of the semester. If you are considering a change and want to register as a student in your new major, plan to submit forms to the collegiate unit that offers the new major at least two weeks prior to your scheduled registration time for the next semester.

Instructions

1) Create a Preliminary Plan, using the Graduation Planner, that includes all remaining requirements. Go to the following site and begin: plan.umn.edu

Keep in mind:

- The term in which courses are usually offered
- Plan for at least 12 credits per term
- Any course pre-requisites (e.g., 60 cr earned; Writ 1120; or business majors only)
- The sequencing of courses (e.g., Biol 1011 then Biol 1012)

2) Submit your application, along with your **Planned APAS** (found in your created Preliminary Graduation Plan) to the appropriate student affairs/advising and academic services office. Do not submit the Graduation Plan term-by-term view.

Note: Submission of your Planned APAS is required, but it does not guarantee plan accuracy or plan approval.

In order to assure programmatic accuracy, meet with your adviser regularly, and continue to update your plan.

3) To confirm processing of this form, go to *View my Enrollment Summary* at: <http://www.d.umn.edu/Register/>. Once your application has been processed, register for the requested term to activate this application.

Return this form to your collegiate unit's

Student Affairs / Advising and Academic Services Office.

Labovitz School of Business and Economics

University of Minnesota Duluth
Labovitz School of Business and Economics 111A
1318 Kirby Drive
Duluth, MN 55812-3002
(218) 726-6594
Fax: (218) 726-6789
E-mail: lsbesa@d.umn.edu

College of Education and Human Service Professions

University of Minnesota Duluth
Bohannon Hall 120
1207 Ordean Court
Duluth, MN 55812-3010
(218) 726-7156
Fax: (218) 726-7073
E-mail: smodin@d.umn.edu

Swenson College of Science and Engineering

University of Minnesota Duluth
Engineering Building 140
1303 Ordean Court
Duluth, MN 55812-3025
(218) 726-7585
Fax: (218) 726-6360
E-mail: scsesa@d.umn.edu

College of Liberal Arts

University of Minnesota Duluth
Kirby Plaza 310
1208 Kirby Drive
Duluth, MN 55812-3095
(218) 726-8180
Fax: (218) 726-6386
E-mail: clasa@d.umn.edu

School of Fine Arts

University of Minnesota Duluth
120 Montague Hall
1211 Ordean Court
Duluth, MN 55812-3012
(218) 726-8312
Fax: (218) 726-6969
E-mail: sfaadv@d.umn.edu

APPLICATION FOR UNDERGRADUATE CHANGE OF COLLEGE

Use this application to request a change from your current University of Minnesota college or campus to a different undergraduate college or campus at the University.

NOTE: If you wish to withdraw this application, you *must* notify the Registrar's office on the campus to which you have applied. If you do not, you will not be able to continue in your current college.

Complete this form in Adobe Reader software, not a Web browser, to ensure the privacy of your information. Place the cursor in a field and type. Print a copy to add the required signature(s) in blue or black ink.

for office use only:			
<input type="checkbox"/> IUT	<input type="checkbox"/> ICT	application # _____	initial _____ date _____

1. name:		birthdate (mm/dd/yy)		ID number	
last	first	middle			
current mailing address (include apartment number)			city	state	zip+4
					phone number ()
permanent mailing address (if different from above)			city	state	zip+4
					phone number ()
e-mail address				fax number	
state of legal residency				how long have you lived in that state?	
Are you an international student?					
<input type="checkbox"/> yes <input type="checkbox"/> no If yes, what is your visa type? <input type="checkbox"/> F-1 <input type="checkbox"/> F-2 <input type="checkbox"/> J-1 <input type="checkbox"/> other: _____					

2. Transfer from (U of M college and campus):		Current major	term and year you last attended this college
			<input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer year _____
3. Transfer to (U of M college and campus):		4. major(s) desired	5. term and year you want to begin (check one only)
			<input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer year _____
6. List any currently declared major(s) or minor(s) you wish to continue.			

7. Have you attended any post-secondary institutions other than the University of Minnesota (any campus)? yes no
If yes, list the institution's name, location, and dates attended below. You may need to provide official transcripts (see instructions).

INSTITUTION	LOCATION	DATES ATTENDED
1.		
2.		

8. List classes you have in progress. **Exclude University of Minnesota classes.** When completed, forward official transcripts to the University of Minnesota.

TERM/YR	DEPT	COURSE NUMBER	COURSE TITLE	CREDITS	TERM/YR	DEPT	COURSE NUMBER	COURSE TITLE	CREDITS

student signature	date
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for office use only

plan code			sub plan code		
college code:	dates of attendance:	attempted credits:	completed credits:	gpa:	degree received:
_____	____/____/____ to ____/____/____	_____	_____	_____	_____
decision <input type="checkbox"/> accepted <input type="checkbox"/> not accepted		conditions		by	date

appl received: date: _____ initials: _____	appl referred: date: _____ initials: _____	appl decision: date: _____ initials: _____	appl matric: date: _____ initials: _____	notes:
term activation: date: _____ initials: _____	discontinue: date: _____ initials: _____	letter sent: date: _____ initials: _____		