

UNIVERSITY OF MINNESOTA DULUTH
Supplemental Instructions for Change of UMD College
or
Application for Admission to Additional Undergraduate Degree Program (Dual Degree)

2009–2010 Academic Year

Change of UMD College Application

If your desired major is outside your current collegiate unit, submit a Change of College Application 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 office for specific criteria.

Application for Admission to Additional Undergraduate Degree Program (Dual Degree)

An additional *degree* program is an undergraduate degree program that is different from the one you have completed or will be completing at the University of Minnesota. For example, you may be interested in pursuing a B.A. degree after completing a B.S. degree. This is different from a second or third major (double or triple major) which may be part of the same degree. Apply for admission to an additional undergraduate degree program only if you intend to complete all degree, major, and coursework requirements for the additional degree.

The University of Minnesota confers no more than one degree of any degree type to an individual student. For example, a student may not receive more than one B.A. degree from the University of Minnesota.

Processing Time

This entire process could take 1–2 weeks, depending on the time of year. Submit your application by the preferred deadline (end of the 8th week of the semester). See **Change of college preferred deadlines** at www.d.umn.edu/registrar/change_of_college.html.

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 office. Do not submit the Graduation Plan term-by-term view.

UMD Student Affairs Offices

College of Education & Human Service Professions–120 Bohannon Hall
College of Liberal Arts–310 Kirby Plaza
Labovitz School of Business & Economics–111A LSBE Building
School of Fine Arts–5 Montague Hall
Swenson College of Science and Engineering–140 Engineering Building

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.