

Major Change Workflow User Guide

Student Guide

1. Student can access the major / minor change request form through Highlander Pipeline or directly through <https://myhub.njit.edu/BannerExtensibility/customPage/page/stuRegMajorChange>.

Student Major Change Form

First Name	<input type="text" value="Test"/>	Last Name	<input type="text" value="Test"/>
Email	<input type="text" value="tt76@njit.edu"/>	NJIT ID	<input type="text" value="21643089"/>
Program	<input type="text" value="CC-BIS-BS"/>		
Program Details	<hr/>		
I want to	<input type="text" value="-Select an option-"/>		

2. Students will be prompted with selected options based on their profile:
 - Add major
 - Change major
 - Remove major
 - Add minor
 - Change minor
 - Remove minor
 - Add concentration
 - Change concentration
 - Remove concentration

*Note: student is only allowed to submit 1 request at a time. Student will receive an error message if they have a pending request under their account.

You have a pending request. Submission feature will be enable once the request is resolved. Email majorchange@njit.edu if you have any questions.

Student Major Change Form

First Name	<input type="text" value="Test"/>	Last Name	<input type="text" value="Test"/>
Email	<input type="text" value="tt76@njit.edu"/>	NJIT ID	<input type="text" value="21643089"/>
Program	<input type="text"/>		

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- Students may attach a message to their advisor along with the request.

Student Major Change Form

First Name: Test Last Name: Test

Email: tt76@njit.edu NJIT ID: 21643089

Program: CC-BIS-BS

Program Details
Major: Business & Information Systems

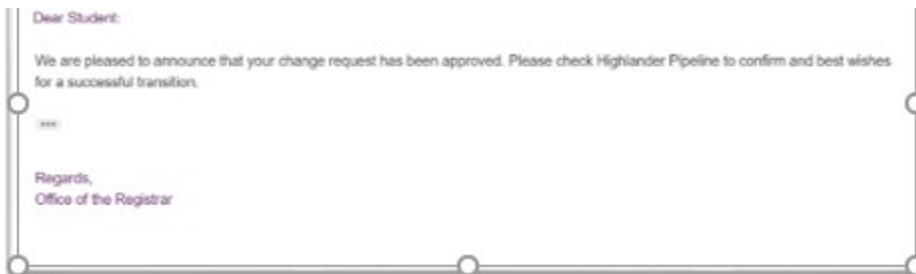
I want to: Add Major

Add selected as double major: Information Technology

Additional information for advisor (Optional): I would like to switch my major. Thanks!

Submit

- Student's advisor will get notified once request is submitted and student will receive confirmation email once the decision is made.



- If the student cannot find their desired choices on the form, it may be due to specific restrictions or rules; Student can contact the Registrar directly for assistance.
- Student can reach out to their advisors or the Registrar if they are not eligible to use the form. The possible reasons can be found on the FAQ.

Unfortunately, you are not eligible to use this form. Please contact your academic advisor for further assistance.

Student Major Change Form

First Name: Test Last Name: Test

Email: tt76@njit.edu NJIT ID: 21643089

Program: [Empty dropdown]