

**UNDERGRADUATE CURRICULAR/ADVISEMENT CHANGE FORM**

Student Name: \_\_\_\_\_ ID#: \_\_\_\_\_

Current Major: \_\_\_\_\_ Current Advisor: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**Department (College) Office Use Only: CHECK APPROPRIATE ITEM(S) AND FILL IN BLANK(S)**

<b>MAJOR CHANGE</b>		<b>Plan</b>	<b>Version</b>
Add	Delete	_____	_____
Add	Delete	_____	_____
Add	Delete	_____	_____

**MINOR CHANGE**

Add	Delete	_____	_____
Add	Delete	_____	_____
Add	Delete	_____	_____

<b>ADVISOR CHANGE</b>		<b>Advisor</b>	<b>Plan</b>
Add	Delete	_____	_____
Add	Delete	_____	_____
Add	Delete	_____	_____

Credits Complete: \_\_\_\_\_ GPA: \_\_\_\_\_ Date Earned: \_\_\_\_\_

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**APPROVED BY:**

**Dept Chair:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**College Dean:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**SEE REVERSE SIDE FOR INSTRUCTIONS**

Attn.: Registrar's Office, P.O. Box 730, Kutztown, PA 19530  
Phone: (610) 683-4485 Fax: (610) 683-1586 Email: regoffice@kutztown.edu

## Instructions for completing and emailing form

### Major Change/Please note it you are declaring a double major in the body of the email

1. Make sure you have completed the top section, and your GPA at the bottom.
2. If you are printing and filling it out, please sign and date it.
3. If you are keeping it electronic, leave name and date blank- your email will serve as both

### Minor Change

1. Make sure you have completed the top section and your GPA at the bottom.
2. If you are printing and filling it out, please sign and date it.
3. If you are keeping it electronic leave name and date blank- your email will serve as both

### Advisor Change

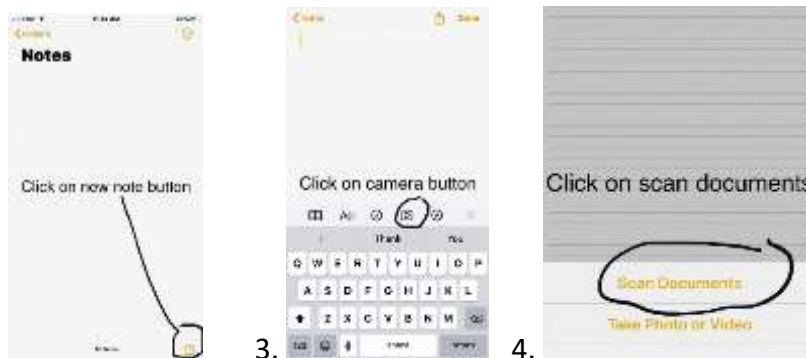
1. Do NOT use this form. Email [bsba@kutztown.edu](mailto:bsba@kutztown.edu) with your requested change and the reason why.

### Emailing form

1. Depending on your computer you may be able to start filling out the form as sent or you may need to download and open it. Fill out the fields required above.
2. Click “file” in the upper left corner, click “save as” in the drop down, rename and save the file to your own computer. Attach the newly created file to the email thread and email to [bsba@kutztown.edu](mailto:bsba@kutztown.edu) with the desired changes written clearly in the body of the email.
3. If you have printed and filled it out please follow the scanning instructions:

### Scanning form using an iPhone:

Open the Notes app on your phone



### Scanning form using an android:

- Open the Google Drive app.
- In the bottom right, tap **Add**
- Tap **Scan**
- Take a photo of the document you'd like to scan. Adjust scan area: Tap **Crop**. Take photo again: Tap **Re-scan** current page.
- To save the finished document, tap **Done**.