REQUEST TO UPDATE MAJOR CATALOG YEAR

Obtain approval from the major department and fax the completed form to the Office of the Registrar at 510-885-3816 or submit in person to the Student Enrollment Information Center in the Student Administration Building at the Hayward campus or the Concord Campus Lobby.

It is the responsibility of the major department to ensure the catalog year listed on the form is an approved catalog year for the student per the policy on the bottom of the form.

DATE: __________________                     Net ID: ____________________

STUDENT NAME: ____________________________________________________________________________
(Last)     (First)     (MI)

ACADEMIC MAJOR: ________________________________________________________________________

REQUEST TO CHANGE CATALOG RIGHTS TO: 20_____ - 20_____
(example: 2014-2015)

STUDENT SIGNATURE ___________________________________   Date Signed _______________

DEPARTMENT CHAIR or MAJOR ADVISOR

DEPARTMENT STAMP

PRINTED NAME

SIGNATURE

DATE

Catalog Rights Policy

Undergraduate Students can ONLY update their major catalog rights to one of the following years.

1. Continuous Enrollment Catalog Year
   Major catalog year for the FIRST term that continuous enrollment began. “Continuous Enrollment” is defined as enrollment in one semester or two quarters at a California JC or CSU per year. If there is a full year where student does not complete coursework at a California Junior College or CSU campus, then the student is considered to have broken their continuous enrollment.

2. CSUEB Admission Term
   Major catalog year that student is admitted to CSUEB.

3. Graduation Catalog Year
   Major catalog year that student is graduating. A student must be a graduation candidate for this academic year in order to be given a graduation catalog year.

4. Change of Major Catalog Year
   Major catalog year that a change of major (not concentration) was processed for the student. If a student changed their major after being admitted to CSUEB, the student can only select a major catalog year of the change of major OR the graduation term.

Graduate Students are allowed to update their major catalog rights to one of the following years ONLY.

1. CSUEB Admission Term
   This is the catalog year that student is admitted to CSUEB.

2. Graduation Catalog Year
   This is the catalog year that student is graduating. A student must be a graduation candidate for the year in order to be given a graduation catalog year.

FOR RECORDS OFFICE USE ONLY

Coded By _______________ Date: _______________