Request to Update Major or Minor Catalog Year
Office of the Registrar

Instructions: Submit completed form with all required signatures and approvals in one of the following ways:
• In Person to the Enrollment Information Center in the SA Bldg (Hayward) or Academic Services Lobby (Concord)
• Fax to the Office of the Registrar at (510) 885-3816
• Email to reg@csueastbay.edu

Date: _____________________________                Net ID: __________________________
Student Name: ______________________________________________________________________________
(Last)                    (First)               (MI)

This is a request to change Catalog Year Rights for (Select ONE below):
□ MAJOR – (Indicate Academic Major)____________________________________________________________
□ MINOR– (Indicate Academic Minor)________________________________________________________________

Request to change Catalog Rights TERM/YEAR to: □ Winter  □ Spring  □ Summer  □ Fall  20_____

Student Signature (Required):  _________________________________________________________

Concentration – If changing catalog year for your MAJOR and you have a concentration, check if concentration is valid for the catalog year indicated on the form. If your current concentration is not available in the catalog year indicated above, the concentration may be removed from your record so the catalog year update can be processed.

To add or cancel an option/concentration, indicate the requested change below.
□ ADD Option/Concentration ____________________________________________
□ ADD Option/Concentration ____________________________________________
□ CANCEL Option/Concentration _________________________________________

It is the responsibility of the academic 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.

DEPARTMENT CHAIR or MAJOR/MINOR 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.

Minor (Undergraduates Only): Minor catalog year can ONLY be the catalog year in which the minor was declared or the graduation catalog year.

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 in a particular graduate major.
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 Office Use Only: □ Approved  □ Not Approved  Processed by: __________________ Date: __________________