

Request to Update CBE Minor Catalog Year
CBE Office of Undergraduate Advising

Instructions:

1. Submit completed form with all required signature in one of the following ways:
 - a. In Person to the Valley Business & Technology Building, Room 129, or
 - b. Fax to (510) 885-2054, or
 - c. Email to cbeadvising@csueastbay.edu

Date: _____

Net ID: _____

Student Name: _____
(Last) (First) (MI)

Academic Minor: _____

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

Student Signature (Required): _____

Students will be notified via their CSUEB Horizon account of their updated minor requirements. Please note that processing time is approximately 6 - 8 weeks.

CBE Minor Programs

Undergraduate Students can ONLY update their minor catalog rights for the following programs:

1. **Advertising**
2. **Business Administration Minor** - Business Administration majors cannot declare this minor.
3. **Information Technology Minor** - Business Administration majors cannot declare this minor, but can choose the ITM concentration/option instead.
4. **International Business Minor**
5. **Marketing Minor** - Business Administration majors cannot declare this minor, but can choose the Marketing Management concentration/option instead.
6. **Real Estate Minor**

Minor: A minor is a coherent program in some field or group of related fields other than a student's major. Minors range in size from 15-30 semester units, at least 9 of which must be upper division. **No student is required to have a minor, so it will not appear on the student's record or diploma unless they request it.**

The minimum grade point average (GPA) for a minor is **2.00**, so students must take at least one course on the A-F grading pattern. At least 9 units must be taken at Cal State East Bay for a minor to be recognized on the student's diploma and/or permanent record.

Courses in a minor may be double-counted in G.E. However, at least 9 semester units of a minor must not be double-counted in the discipline of the major for Cal State East Bay to recognize the minor.

Students cannot receive a minor in the same department as their major unless the disciplines are distinct (e.g., French and Spanish, Art History and Studio Art). **A minor is recognized only when a baccalaureate degree is awarded.**

For Office Use Only: Approved Not Approved Processed by: _____ Date: _____