



Request to Update Major Catalog Year

Office of the Registrar

Instructions:

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

Date: _____

Net ID: _____

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

Academic Major: _____

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

Student Signature (Required): _____

Option/Concentration - If you have an option/concentration, check if option/concentration is valid for the catalog year indicated on the form. If your current option/concentration is not available in the catalog year indicated above, the option/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 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.

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 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.

Since Cal State East Bay is switching from quarters to semesters in Fall 2018, continuing students can declare their major in the semester catalog year for the Fall 2018 term for one calendar year.

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