Request to Update Major Catalog Year
Office of the Registrar

Instructions:
• Submit completed form with all required signatures and approvals in one of the following ways:
  o In Person to the Enrollment Information Center in the Student Administration Building on the
    Hayward Campus, or the Academic Services Lobby at the Concord Campus
  o Fax to the Office of the Registrar at (510) 885-3816
  o 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): ______________________________________________________

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.

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<th>DEPARTMENT CHAIR or MAJOR ADVISOR</th>
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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 “re-claim” their
major in the semester catalog year for the Fall 2018 term only (falls under ‘change of major catalog year’ policy).
Requests to change major catalog term to Fall 2018 CANNOT be submitted until the Fall 2018 term begins.

FOR RECORDS OFFICE USE ONLY
Coded By _____________________  Date: _____________________