



# 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:
  - 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
  - Fax to the Office of the Registrar at (510) 885-3816
  - Email to [reg@csueastbay.edu](mailto: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.**

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 "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: \_\_\_\_\_