



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.

Table with 2 columns: DEPARTMENT CHAIR or MAJOR/MINOR ADVISOR and DEPARTMENT STAMP. Rows include Printed Name, Signature, and 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.
2. CSUEB Admission Term - Major catalog year that student is admitted to CSUEB.
3. Graduation Catalog Year - Major catalog year that student is graduating.
4. Change of Major Catalog Year - Major catalog year that a change of major (not concentration) was processed for the student.

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: \_\_\_\_\_