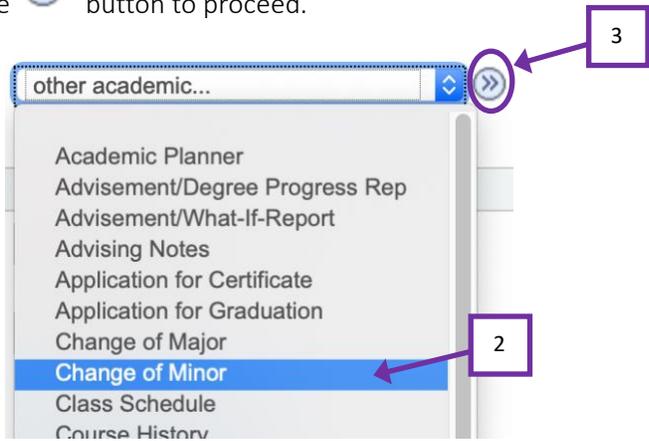
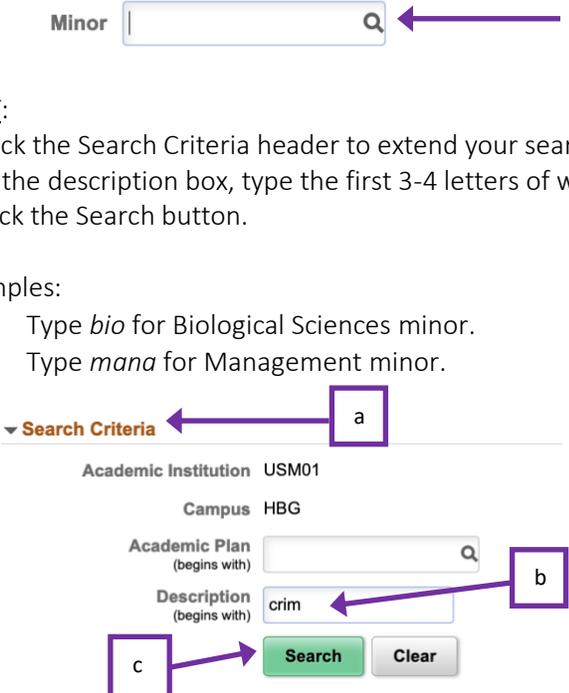


Add / Change A Minor

Navigation in SOAR: Student Service Center

NOTE: Before beginning this process in SOAR, you should speak with an advisor in the desired school of minor.

1.	<p>Within SOAR, navigate to your Student Center.</p> 
2.	<p>From the "other academic" dropdown box, select "Change of Minor."</p>
3.	<p>Click the  button to proceed.</p> 
4.	<p>Read the provided information. If you wish to continue changing your minor, click the Add Minor button.</p> <p>Note: It is recommended that you re</p> <p>IMPORTANT: Students cannot com recognized and honored.</p> <p>Undergraduate students may only c be submitted through the online Ma</p> <ul style="list-style-type: none"> a. Add/drop a double major b. Bulletin/Catalog Year Change c. Campus Change d. Add/Drop Certificate Program 

<p>5.</p>	<p>Click the magnifying glass to search for the appropriate academic plan (aka minor).</p>  <p>HINT:</p> <ol style="list-style-type: none"> Click the Search Criteria header to extend your search. In the description box, type the first 3-4 letters of what your desired minor. Click the Search button. <p>Examples:</p> <ul style="list-style-type: none"> Type <i>bio</i> for Biological Sciences minor. Type <i>mana</i> for Management minor.
<p>6.</p>	<p>Once you've selected a minor, click the Submit button.</p> 
<p>7.</p>	<p>After submission:</p> <ol style="list-style-type: none"> SOAR will automatically navigate you back to your Student Center. You will receive a confirmation email stating that your change of minor request has been submitted. Allow the academic department 10 business days to review and process your request. If you have not received a follow-up email after 10 business days, please contact the department of your intended minor.