

Submitting a Change of Program Request Double Majors and MUSI Emphasis

Students may request to change their academic degree by completing a [Change of Program form](#). The form will be reviewed by an Advisor, and the student will receive the decision by email. This specific guide is for adjusting Undergraduates with either a Double Major or Music students with an Emphasis. If the request is to only delete a degree, concentration, minor or emphasis, there is no approval required and the student will receive an email once it has been processed.

1. Sign in with your Mason credentials

2. Review your student information

3. Primary and Secondary Degrees

The default is displaying your Primary Degree. If your Double Major/MUSI degree is Secondary, click “Secondary” to display.

1 Primary
2 Secondary

4. Request

Select “Concentration or Minor”

Request to Add/Change:

Concentration or Minor

Program/Major

Program Catalog Term

Minor Catalog Term

5. Concentration or Minor

This request is to **add, change, or delete** a Major, Concentration, Minor, or Emphasis to your degree.

*Would you also like to CHANGE your Program's Catalog Term? Yes / No
If you are unsure, please contact your Advisor for guidance.

If you select “Yes”, the form will state your current Catalog Term and a drop down to select your new Catalog Term.

Your current catalog term is **Fall 2024**, select that below or if you'd like to change it or unsure what this means, please consult with your **Academic Advisor**.

*** Select Catalog Term:**

Select...

Field is required

To **add a new Concentration, Minor, or Emphasis**, select ADD.

Add New Disciplines (Major/Minor/Concentration/Emphasis)
ADD

Select which you'd like to add.

*** Type:**

Major

Concentration

Minor

Emphasis

Field is required

***If the minor you're requesting is not listed, please check the selected Catalog Term or contact the department for more information.**

There are some minors that require additional steps and can only be submitted by an Advisor.

Note: you can add up to 2 of each – Be sure to consult with an Advisor to confirm your program’s rules around multiple concentrations or minors.

To submit additional Concentrations or Minors, select **ADD** again. If you make a mistake and are unable to adjust, you can refresh the page and start the request over or select the **RESET** button if available.

To **change existing Majors, Concentrations, Minors, or Emphasis**, check Change on the corresponding row.

Field of Study				
Type	Code	Description	Catalog Term	Available Actions
Major	FAVS	Film and Video Studies	Fall 2022	<input type="checkbox"/> Change
Major	FRLN	Foreign Languages	Fall 2022	<input type="checkbox"/> Change
Concentration	DIR	Directing	Fall 2022	<input checked="" type="checkbox"/> Change <input type="checkbox"/> Delete

*** Select New Concentration:**

Select...

If the major/minor/concentration you're requesting is **not** in the list, please check the selected Catalog Term or contact the department for more information.

Emphasis				
Type	Code	Description	Activity Date	Available Actions
Emphasis	MUSS	Strings	01/19/2023 16:33	<input checked="" type="checkbox"/> Change

*** Select New Emphasis**

Select...

To **delete existing Concentration, Minor, or Emphasis**, check Delete on the corresponding row.

Field of Study				
Type	Code	Description	Catalog Term	Available Actions
Major	FAVS	Film and Video Studies	Fall 2022	<input type="checkbox"/> Change
Major	FRLN	Foreign Languages	Fall 2022	<input type="checkbox"/> Change
Concentration	DIR	Directing	Fall 2022	<input type="checkbox"/> Change <input type="checkbox"/> Delete
Concentration	KORE	Korean	Fall 2022	<input type="checkbox"/> Change <input type="checkbox"/> Delete
Minor	ASL	American Sign Language	Fall 2020	<input type="checkbox"/> Change <input checked="" type="checkbox"/> Delete

You may make multiple selections and add Concentrations or Minors in the same request.

6. Confirmation Email

You'll receive an email with a link to details of your request in your Mason email. To check the status of your request, you can click on the button in your confirmation or wait to receive the decision by email.