

SETON HILL UNIVERSITY
MAJOR, MINOR, TEACHING CERTIFICATION, CERTIFICATE, or PROGRAM (Traditional to OBC)
CHANGE REQUEST FORM

Student's Full Legal Name: _____ **SHU ID#** _____

Permanent Home Address: _____

City: _____ **State:** _____ **Zip:** _____

PART A: ___ Check here to change your major, minor, teaching certification, endorsement, or advisor(s).

Check if any apply to you: ___ TAA (Trade Act) ___ WIA (Workforce Inv. Act) ___ Military Funding

1st Major Change/Add/Drop from _____ to _____

2nd Major Change/Add/Drop from _____ to _____

1st Minor Change/Add/Drop from _____ to _____

2nd Minor Change/Add/Drop from _____ to _____

Teaching Certification Change/Add/Drop from _____ to _____

Certificate Change/Add/Drop from _____ to _____

Are you pursuing **Special Education Endorsement**? ___ yes ___ no

Current Advisor from _____ to _____

Education Advisor from _____ to _____

For major changes involving Audiology, Dance, Dental Medicine, Dietetics, Elementary Ed Pre K –4 & Special Ed Pre K- 12, Secondary Education, Music, Nursing, Optometry, Osteopathic Medicine, Pharmacy, Physician Assistant, or Theatre, the new Advisor must sign before any changes are made.

Signature of New Advisor: _____

Student must contact any new advisor(s) within two weeks.

Signature of Student: _____ Date: _____

PART B. ___ Check here to change your program of study and mark appropriate spaces below:

Current program: ___ Traditional or ___ Online Bachelor's Degrees and Certificates Program

Desired program: ___ Traditional or ___ Online Bachelor's Degrees and Certificates Program

1. Check if any apply to you: ___ TAA (Trade Act) ___ WIA (Workforce Inv. Act) ___ Military Funding
2. Take this form to the Office of Financial Services and the Registrar to discuss aid implications of the change in program and obtain signature of staff.

Signature of Financial Aid Staff

Date

3. Return the form to the Registrar, with your signature and date below.

4. Student may change program no more than one time in each academic year.

Signature of Student

Date

Return this form to: Office of Financial Services and the Registrar, 1 Seton Hill Drive, Greensburg, Pa 15601
Room: Admin 104 Phone: 724-830-1010 Fax: 724-830-1194 Email: helpfinreg@setonhill.edu