

Tips for Completing Records and Registration's Change of Major/Second Major Form

Please note that the form MUST BE TYPED. Forms that are completed by hand will not be accepted.

Records and Registration considers the Foundation Courses for Psychology to be PSY 101 and PSY 121. (Do not list 200-level courses you have taken.) Indicate here if you have taken 101 and/or 121, when you took the courses, and the grade you received in them.

- If you have taken 101 but not 121, you are still eligible to apply, but please note that you may be asked to re-apply once you can demonstrate success in 121.

The psychology department requires that PSY 101 and PSY 121 be passed with a C+ or better.

Do not complete the Specialization section. You can declare a specialization one semester after you are a psychology major.

The College of New Jersey
 Office of Records & Registration
 P.O. Box 7718, Ewing, NJ 08628-0718
 609-771-2141

CHANGE OF MAJOR/SECOND MAJOR
 (CHANGE OF PLAN)

NAME: Last	First	M.I.	ID #: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> (6 digit PAWS ID #)
PHONE:	TCNJ EMAIL:	PRESENT MAJOR:	

DIRECTIONS: Take the completed form to the Chair of the Department to which you are requesting entry. Students must obtain the signatures of the chair(s) charged with the responsibility to approve the student's new program. A student moving to a double major must obtain approval from both chairs. Students pursuing a single major and students changing only one aspect of a double major need only obtain one signature.

NEW MAJOR: _____ And/Or SECOND MAJOR: _____

PLEASE INDICATE IF YOU ARE DROPPING A MAJOR: _____

PERFORMANCE IN FOUNDATION COURSES: - The full listing of Foundation Courses that are required to enter the major can be found in each department's undergraduate bulletin section. Go to www.tcnj.edu/~bulletin and select major within respective school.

Course #	Course Name	Grade	Completed
_____	_____	_____	Yes ___ No ___
_____	_____	_____	Yes ___ No ___
_____	_____	_____	Yes ___ No ___

STUDENT SIGNATURE _____ DATE: _____

Chairs: Are there exceptions or waivers of Program Requirements? (If yes, attach to this form.) Yes ___ No ___

*A student who does not meet the department's program entrance requirement (FOUNDATION COURSES) will be coded as a "Pre-Major" student. In this case, the new department is required to assign this student an advisor and provide access to any course that will help the student meet the requirements into the major.

**If your major requires or allows a SPECIALIZATION, please provide it below. Please note:
 A "Pre-Major" student will not be allowed to declare a specialization until the student becomes a full major.

SPECIALIZATION: _____

APPROVED _____ *ACCEPTED PRE-MAJOR _____

Chairs: Please PRINT first and last name of student's NEW ADVISOR _____

DEPARTMENT CHAIR SIGNATURE _____ DATE: _____

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- If not becoming a double major: List current major in the line "Please indicate if you are dropping a major." (If you are open options, do not write anything here.)
- If becoming a double major: List primary major beside "New Major" and your secondary major beside "Second Major."
- If you are already a double major, write which of your existing majors you will drop in the line "Please indicate if you are dropping a major."

- Department Chair Signature Lines:
- Do not complete this section if Psychology will be your only major.
 - If you are an Option Options student, you do not need the signature of your Option Options advisor.
 - If Psychology will be your second major: Obtain signature of the chair of your other major. You do not need the Psychology Department chair's signature.