



Office of the Registrar

Request to Change Catalog Year

Name: _____ Southeast ID#: _____

PLEASE COMPLETE **BOTH** SECTIONS

1) Catalog Year to change to: _____ (For example, 2019-2020. Please do not list a single calendar year.)

2) For my: (select one or more)

General Education Only
(For students pursuing the BSBA degree, this includes your BSBA Core/Support requirements)

Major(s) Only: _____

Minor(s) Only: _____

This form is solely for the purpose of changing your catalog year. If your catalog year has updated because you have been out of school for a year or more, it cannot be used to move your catalog year to before your most recent continuous enrollment. To declare a major or minor, go to the department or advising center of the major or minor you want to declare.

Signature: _____ **Date:** _____
(Please use electronic signature.)

In order to be processed, this **form must be sent from your Southeast email account.**