Major Change Workflow User Guide

Student Guide

1. Student can access the major / minor change request form through Highlander Pipeline or directly through https://myhub.njit.edu/BannerExtensibility/customPage/page/stuRegMajorChange.

2. Students will be prompted with selected options based on their profile:
   - Add major
   - Change major
   - Remove major
   - Add minor
   - Change minor
   - Remove minor
   - Add concentration
   - Change concentration
   - Remove concentration

*Note: student is only allowed to submit 1 request at a time. Student will receive an error message if they have a pending request under their account.
3. Students may attach a message to their advisor along with the request.

4. Student’s advisor will get notified once request is submitted and student will receive confirmation email once the decision is made.

5. If the student cannot find their desired choices on the form, it may be due to specific restrictions or rules; Student can contact the Registrar directly for assistance.

6. Student can reach out to their advisors or the Registrar if they are not eligible to use the form. The possible reasons can be found on the FAQ.