How to Change/Declare Child & Adolescent Development (CAD) as Your Major

Step 1:

Go to SF State’s home page at www.sfsu.edu and:
1. Select the Login link to log into SF State Gateway/MySFSU.
2. Log in with your SF State ID or E-mail and SF State Password.

Step 2:

Your SF State Gateway home page displays.
Click the Schedule / Classes link under the Student section and log into Student Center.
Step 3:

The SF State Student Center displays.
1. Under the Academics section, select **Change Major** from the drop-down menu.
2. Click the **Go** button.

Step 4:

The **Change of Major/Minor** page displays text to explain that:
- You can add, change or delete your major(s) and/or minor(s)
- Only selected majors and minors are currently up for consumption
- Your request will require an approval process
- You can check the SF State Student Center for a decision on the ‘Change Major Status’ page

To exit SF State Gateway, select Sign out. (upper right corner)
To return to the previous page, select Student Center from the drop-down menu and then click the ‘go’ icon.
To proceed, click the **Next** button.
Step 5:

The **Restrictions** page displays text to explain:
- A few limitations to changing your major/minor online, and
- Why some buttons might be greyed out.

Two boxes also display – one for each major and minor (if any).

Because the student in this example has only one major, the **Delete** button is greyed out. (They cannot delete their only major.)

This student can only **Change** their major. (If this student had multiple majors, the student can **Delete** one of the majors.) They can also add a **minor**.

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Step 6:

A new page displays your intended action in the heading: ADD, CHANGE or DELETE a major/minor. In this example, CHANGE Major/Minor, the page displays your *current* major information:
- College name and code
- Major name and code
- Degree objective

To change your major, first look up the **Requested College**.

1. Click the magnifying glass icon.
Step 7:

The **Look Up Requested College** pop-up window displays a list of Colleges by ‘academic group code’ and ‘description.’

1. Select the **College of Health and Social Sciences** for the CAD major.

Step 8:

Your **Requested College** name and code now display. Now…

1. Look up your **Requested Major/Minor**.
2. Click the magnifying glass to view the list of majors.
Step 9:

The Look Up Major/Minor pop-up window lists all the academic program options (i.e. majors and minors) with their Academic Plan codes for the College you previously selected.

Tip: Click the ‘Description’ column heading to sort the program list alphabetically.

1. Scroll through the list if needed.
2. Select your intended major/minor by its Academic Plan code.
3. For the CAD Major, please be sure to select which of the three concentrations you wish to declare: Early Childhood, School Age Child & Family, or Youth Work & Out of School Time.

The student in this example has chosen CAD (Early Childhood)- BA, Academic Plan code CADXERLYBA.

Step 10

Your Requested Major/Minor and new degree objective (Bachelor of Arts) now display.

Proofread your selection.
- To go back and change your selection, click Cancel. (Selecting Cancel will lead you back to the Restrictions page.)
- If satisfied with your selection, click Next.
**Step 11:**

The **CONFIRM Change Major/Minor** page displays.
Make sure you’ve selected the intended College and major/minor.

- To go back, click **Cancel**.
- To proceed with your request, click **Submit**.

![Requested College and Requested Major/Minor table]

**Step 12:**

The ‘approval required’ pop-up message displays to remind you that:

- Your request will be reviewed by the College advisor or administrator
- A decision notice will be sent to your SF State email account
- You can also ‘Check Major Status’ in the SF State Student Center

You can still cancel your request by click the **Cancel** button in the message window.

To proceed, click **OK**.

![Message pop-up]

**Step 13:**

The **Change of Major/Minor Request Completed** page confirms that your request has been submitted for review.
A confirmation of your request will be sent to your SF State email account.
1. Click the **View Change of Major Status** link.
Step 14:

The Change of Major Status page displays the record your request(s) including:
- Transaction details (date and time, action, type, major/minor code, description, degree)
- Status of request (applied, approved, denied, pending)
- Option to Cancel your request
- Comments, if any, made by the College advisor or administrator

If you change your mind, return to this page to cancel your Change of Major/Minor. The Cancel button will display until an advisor or administrator replies to your request.

Step 15:

If you had logged out of your SF State Student Center, you can return to the Student Center at a later time to view the status of your request.

1. Under the Academics section, select Change Major Status from the drop-down menu.
2. Click the Go button.

Step 16:

The Change of Major/Minor Status page displays the decision, either approved, denied, or pending department review.

Tip: The option to Cancel the major/minor request is still allowed when status is pending.

A notice of the decision will also be sent to your SF State email account.
Step 17:

Check your **SF State email** account for a message stating whether or not your Change of Major/Minor request has been approved.

For degree planning and answers to your questions about your new major/ minor, please contact your [academic advisor](#).