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

Step 1:

Go to SF State’s home page at [www.sfsu.edu](http://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.

![SF State Global Login](image)

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.

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.

![Look Up Requested College](image)

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.

![Requested College and Requested Major/Minor](image)
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.*

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**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**.

<table>
<thead>
<tr>
<th>Requested College</th>
<th>Requested Major/Minor</th>
</tr>
</thead>
<tbody>
<tr>
<td>38</td>
<td>CADXERLYBA</td>
</tr>
<tr>
<td>Health And Social Sciences</td>
<td>CAD (Early Childhood)-BA</td>
</tr>
<tr>
<td></td>
<td>Bachelor of Arts</td>
</tr>
</tbody>
</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 clicking the **Cancel** button in the message window.

To proceed, click **OK**.

**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](mailto:academicadvisor@sfu.edu).