

**ST. CLOUD STATE UNIVERSITY  
COLLEGE OF SCIENCE AND ENGINEERING**

**INSTRUCTIONS TO THE STUDENT FILING A MAJOR-MINOR APPLICATION**

1. Pick up a Major-Minor Application Form (use the extra form as a rough draft) from an assistant in the Dean's Office. The assistant will fill in your GPA and credit information and assign you major and/or minor adviser(s).
2. Visit the Advising Center in Centennial Hall for any questions you may have involving your general education requirements. Then, using the rough draft form, fill in everything (1) you have completed, (2) are taking, and (3) will have to take before graduation. Don't list specific elective (or general education) courses unless you have completed or are enrolled in those courses. Simply list the elective credits needed plus any other requirements (e.g., "at 400 level" or "from two different fields.") For courses you have taken, list course numbers, credits, and grades. Use a "t" for the grade if it is a transfer course.
3. Meet with your adviser(s) and have them check over your rough draft. Your adviser(s) will check the major, the minor, and professional education requirements, if applicable. When your adviser(s) believes your rough draft is correct, she/he will have you copy it on to the Major-Minor Application Form. You and your adviser(s) should sign the form.
4. Return your signed application form to the Dean's Office. No appointment is necessary. If you are a transfer student, the Dean's Office will need to see your SCSU General Worksheet (evaluation of transfer credits—you received one when you started at SCSU). This form should be turned in with your major application. The Dean's Office will review your application and forward it to Records and Registration, usually within 24 hours. The Records and Registration Office will admit you to the major within a few days of receiving your application. They will distribute copies of your approved major application to you, your advisers and the Dean's Office, but this usually takes 3-4 weeks. Once you receive your copy of the major application; review it for any corrections or changes that have been made. You may want to keep your copy of the Major-Minor Application Form up to date so you will know which courses you have yet to complete.

Remember to get your adviser's approval before registering for any courses that represent a change on your approved major-minor application. Usually when approval for a change is required, your adviser can use the Major-Minor Change Form to make the correction.

The Major-Minor Application system makes you responsible for seeing that you complete what is required in the proper sequence, so keep yourself fully informed about new procedures and changes. We welcome your suggestions for improving this system.