Update
Undergraduate
Program of
Study/Curriculum
Step 1: Go into your MyESU Portal.
Step 2: Click on the eWarrior tab. You will see information below.

Step 3: Beside each button is a brief description on what can be done. Choose the button that corresponds with what you are trying to do.
Step 1: Once you hit the add a major button you will be directed to this page.

Step 2: Click the down arrow by Please Select a New Major.

Next Step: Please Choose your New Major from the Drop Down List below, your current Major(s) will not change.
Step 3: If the Major you are selecting has a concentration, you will be required to select a concentration before you continue.

Next Step: Please use the Drop Down List below to Choose a New Concentration
Step 4: After you select a major and concentration (if required), you will click on the green button that says click here to begin process.
CHANGING A MAJOR
Use to drop a current major and add a new major

Step 1: Once you hit the change of major button you will be directed to this page.
Step 2: If you have more than one major, you will click on Select by the major you want to change.

Next Step: Please Click The Select Button next to the Major you want to change
Step 3: You will get the information below. Click the down arrow key.

Step 4: Select the major that you want to add or change.

Next Step: Please Use Drop Down List below to Choose New Major:

Major to be Changed: Computer Science

Please Select New Major:

Select Major

Step 5: If the Major you are selecting has a concentration, you will be required to select a concentration before you continue.

Next Step: Please use the Drop Down List below to Choose a New Concentration

Major to be Changed: Computer Science

Please Select New Major:

NS-BIOL-BS Biology Main Campus (200 Prospect St)

Please select New Concentration:

- Select Concentration -
Step 6: After you select a major and concentration (if required), you will click on the green button that says click here to begin process.
**Step 1:** Once you hit the add a minor button you will be directed to this page.

**Step 2:** Choose the minor you want to add from drop down menu.

**Next Step:** Please Choose your New Minor from the Drop Down List below, your current Minor(s) will not change:
Step 2: After you select a minor you will click on the green button that says click here to begin process.
CHANGING A MINOR
Use to drop a current minor and add a new minor

Step 1: Once you hit the change a minor button you will be directed to this page.

Step 2: If you have more than one minor, you will click on Select by the minor you want to change.

Next Step: Please Choose your New Minor from the Drop Down List below, your current Minor(s) will not change:

Step 3: Choose the minor you want to change to from drop down menu.
Step 4: After you select a minor you will click on the green button that says click here to begin process.
ADDING A CONCENTRATION
Use to keep current concentration and add a new concentration

Step 1: Once you hit the add a concentration button you will be directed to this page.

Step 2: Select the major that you want to add the concentration to.

Next Step: Please Select the Major to which you want to Add a Concentration:
Step 3: You will get the information below. Click the down arrow key.

Step 4: Select the concentration that you want to add or change.

Next Step: Please use the Drop Down List to Choose a New Concentration

Major / Concentration Selected: Hotel Rest and Tourism Mgmt - Tourism Management Cc

Please select New Concentration:
- Select Concentration -
Step 5: After you select a concentration you will click on the green button that says click here to begin process.
CHANGING A CONCENTRATION
Use to drop current concentration and add a new concentration

Step 1: Once you hit the change concentration button you will be directed to this page.

Step 2: If you have more than one concentration, you will click on Select by the major you want to change.

Next Step: Please Select the Major / Concentration you want to Change:

Cancel Request
Step 3: You will get the information below. Click the down arrow key.
Step 4: Select the concentration that you want to add or change.

Next Step: Please use the Drop Down List to Choose a New Concentration

Major / Concentration Selected: Psychology - Applied Concentration

Please select New Concentration:
- Select Concentration -
Step 5: After you select a major and concentration (if required), you will click on the green button that says click here to begin process.

By clicking on the button below you will start the process for your change request. The request will be reviewed by the department chair of the proposed change and processed by the Registrar. This process may take approximately 5 business days to complete. You will be notified via your PSU email account as the process progresses. If you wish to stop the process before completion, please notify the Registrar at records@bgsu.edu or in person in The Student Enrollment Center.

Click here to BEGIN PROCESS
DROP A MAJOR
Use for dropping a second major

Step 1: Once you hit the drop a major button you will be directed to this page.
Step 2: Select the major that you want to drop.

Next Step: Please Select the Major you want to Drop:
Step 3: If information is correct, select Click here to Begin Process.

Next Step: If you are Finished, Scroll to the Bottom of Page and Click Green Begin Process Button to Submit your Request

Major to be Dropped: French

Please supply any additional information that will help the Department Chairperson approve this request.

By clicking on the button below you will start the process for your change request. The request will be reviewed by the department chair of the proposed change and proceeded to the Registrar. This process may take approximately 5 business days to complete. You will be notified via your ESU email account as the process progresses. If you wish to stop the process before completion, please notify the Registrar at records@esu.edu or in person in The Student Enrollment Center.

Click here to BEGIN PROCESS
**DROP A MINOR**

**Use to drop a current minor**

**Step 1:** Once you hit the drop a minor button you will be directed to this page.

**Step 2:** If you have more than one minor, you will click on Select by the minor you want to drop.

**Next Step:** Please Click The Select Button next to the Minor you want to Drop:

<table>
<thead>
<tr>
<th>Program</th>
<th>College</th>
<th>Dept</th>
<th>Degree</th>
<th>Major Code</th>
<th>Major</th>
<th>Conc Code</th>
<th>Concentration</th>
<th>Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>SS-SOCL-BA</td>
<td>AS</td>
<td>SOC</td>
<td>BA</td>
<td>SOCL</td>
<td>Sociology</td>
<td>NONE</td>
<td>NONE</td>
<td>M</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Minor Code</th>
<th>Minor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select</td>
<td>SWRK</td>
</tr>
<tr>
<td>Select</td>
<td>CIUS</td>
</tr>
</tbody>
</table>
Step 3: If information is correct, select Click here to Begin Process
**Drop a Concentration**

*Use to drop a concentration*

**Drop Concentration**

*Change Undergraduate Program of Study Request*

<table>
<thead>
<tr>
<th>Program</th>
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<th>Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select</td>
<td>MG-BMGT-BS</td>
<td>BM</td>
<td>MGT</td>
<td>BS</td>
<td>BMGT: Business Management</td>
<td>BMMK</td>
<td>Marketing Conc (Bus Mgmt)</td>
<td>M</td>
</tr>
<tr>
<td>Select</td>
<td>MG-BMGT-BS</td>
<td>BM</td>
<td>MGT</td>
<td>BS</td>
<td>BMGT: Business Management</td>
<td>BMFI</td>
<td>Finance Conc (Bus Mgmt)</td>
<td>M</td>
</tr>
<tr>
<td>Select</td>
<td>AL-MLFR-BA</td>
<td>AS</td>
<td>MLNG</td>
<td>BA</td>
<td>MLFR: French</td>
<td>NONE</td>
<td>NONE</td>
<td>M</td>
</tr>
</tbody>
</table>

**Step 1:** Once you hit the drop a concentration button you will be directed to this page.

**Step 2:** If you have more than one concentration, you will click on Select by the concentration you want to drop.

**Next Step:** Please Select the Major / Concentration you want to Drop:
Step 3: If information is correct, select Click here to Begin Process

Next Step: If you are Finished, Scroll to the Bottom of Page and Click Green Begin Process Button to Submit your Request

Concentration to be Dropped: Marketing Conc (Bus Mgmt)

Please supply any additional information that will help the Department Chairperson approve this request.

By clicking on the button below, you will start the process for your change request. The request will be reviewed by the department chair of the proposed change and processed by the Registrar. This process may take approximately 5 business days to complete. You will be notified via your ESU email account as the process progresses. If you wish to stop the process before completion, please notify the Registrar at records@esu.edu or in person in The Student Enrollment Center.

Click here to BEGIN PROCESS
After choosing click here to begin process you will receive an email at your ESU email address detailing what you are requesting.

Please allow 5 business days to process the request.

When the process is complete you will get an email notifying you of completion.

You can cancel your request by email to records@esu.edu