

BROADCAST & ELECTRONIC COMMUNICATION ARTS DEPARTMENT

CHANGE OF MAJOR PROCEDURE

How to change your major to BECA?

If you are undeclared or majoring in another program and wish to change your major to BECA:

1	Complete BECA 200, 300 and 340 with a grade of C or better (C- is not acceptable). BECA 200 may be transferred from a community college.
2	Bring an unofficial transcript and the ORANGE BECA Graduation Checklist/Equivalency and Department Permission Form to a BECA faculty advisor. The faculty member will sign off that you have completed BECA 200 or its equivalent, BECA 300 and BECA 340.
3	Obtain the University Change of Major form (see links below or on Registrar's website under Forms). Fill out the correct Change of Major form, include your SFSU Student ID Number and your catalog year (the year you started at SFSU.)
4	Drop the completed ORANGE BECA Graduation Checklist/Equivalency and Department Permission Form, your unofficial transcripts and the Change of Major form at the front desk in the BECA office, CA 133. The department chair will sign the Change of Major form and leave the form for your pick up at the front desk in 1-2 days.
5	Deliver the signed Change of Major form to the One-Stop Registrar's window. The registrar will change your major to BECA and it will show up on your MySFSU page. Keep the original copy of the ORANGE form for future advising sessions.

**SFSU Request for Change/Declaration of
Undergraduate Primary Major
(less than 96 units completed)**

<https://www.sfsu.edu/~admisrec/forms/regforms/cmf.pdf>

Students may not change majors after they have accrued 96 units earned. Senior level students who wish to change majors will only allowed to do so if they can show that they will be able to complete their major by the time they reach 120-132 units, depending on the major. A departmental-approved Baccalaureate Degree Completion Plan must be turned in along with the signed change of major form.

Go to: <http://www.sfsu.edu/~admisrec/reg/FGfaq.pdf> for more information.

To change your major after completing 96 units, you must use a **Change of Major after Accruing 96 units Form** (<http://www.sfsu.edu/~admisrec/forms/regforms/cmf96units.pdf>).

To add a secondary or tertiary major (before or after accruing 96 units), you must complete a **Request to Add a Second Major Form** (<http://www.sfsu.edu/~admisrec/forms/regforms/add2ndmajor.pdf>).