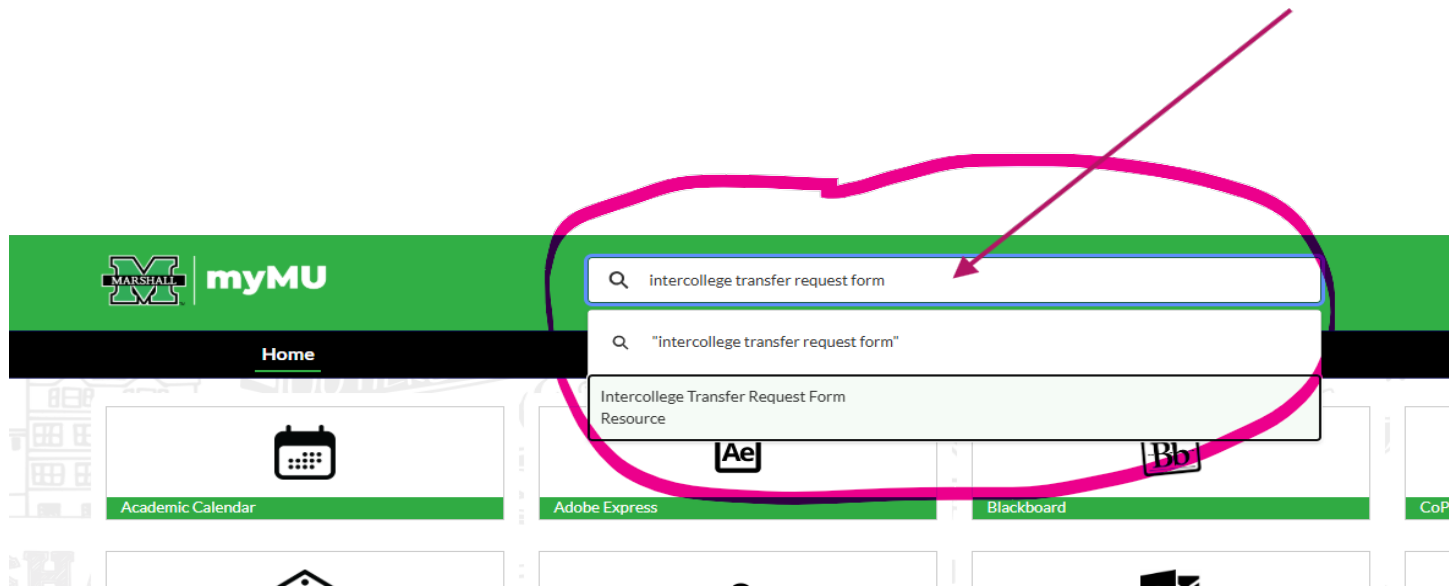
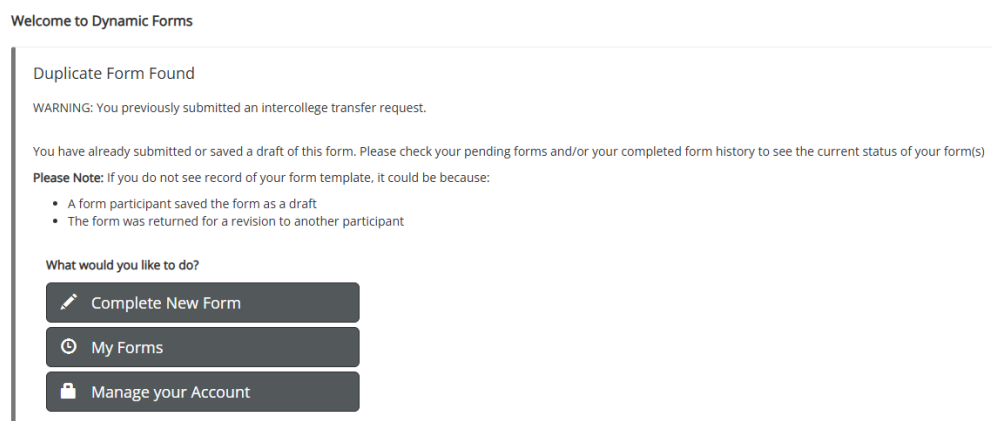


## Guide to Intercollege Transfer Request Form (Major Change to New College)

1. Log into your MyMU
2. Using the search bar at the top of the page, type “Intercollege Transfer Request Form. Click on the Resource that appears.



3. You \*may\* see a page like this image – if so, please select “Complete New Form”.



4. A pre-filled form will appear. Fill in the information for the following fields:
  - a. Select your current college. (this is the college you are currently enrolled with)
  - b. Why are you changing your major? (drop down options will appear)
  - c. New college (what college is your new major housed in? If you do not know, please email [advising@marshall.edu](mailto:advising@marshall.edu) with your question)
  - d. Anticipated Major (what major do you wish to enroll in – a drop down menu will appear)
  - e. Select Area of Emphasis (not all majors have this, but some do)



## Intercollege Transfer Request

### SECTION 1: TO BE COMPLETED BY THE STUDENT

Student Name:	<input type="text" value="Sarah Davis"/>	Student ID:	<input type="text" value="REDACTED"/>
Student Email:	<input type="text" value="REDACTED@marshall.edu"/>	Student Phone:	<input type="text" value="REDACTED"/>
Current College:	<input type="text" value="College of Education"/>	New College:	<input type="text" value="-- Please Select --"/>
Current Advisor:	<input type="text" value="REDACTED Koett"/>	Anticipated Major:	<input type="text" value="-- Please Select --"/>
Advisor Email:	<input type="text" value="REDACTED@marshall.edu"/>	Select Area of Emphasis: (if applicable)	<input type="text" value="-- Please Select --"/>
Select your Current College:	<input type="text" value="-- Please Select --"/>	*Some majors require specific academic criteria for admission and may require a separate application or audition, if appropriate.	
Why are you changing your major? (Please select one primary reason)	<input type="text" value="-- Choose --"/>		
Other reason:	<input type="text"/>		

If this transfer takes place after the first week of the Fall or Spring semester, I understand that my new major will be effective for the next semester/ term. Summer transfers after the schedule adjustment period will be effective the next available semester / term. Please check the academic calendar for specific dates for the schedule adjustment period.

- I understand that I must meet with my new advisor before registering for classes
- I understand that if I transfer out of an online program, I will no longer be eligible for the online tuition rate and my financial aid package may change.
- I would like to speak with a career education specialist about my major change to ensure this decision fits my long term goals.
- \*  Yes  
 No

Before scheduling your classes, you must meet with your new Primary Advisor once assigned. If you are placed on academic probation or suspension for the next effective term, the Associate Dean of Students in your new college must advise you and approve your schedule.

5. You must check the 'understand' boxes and answer the question about Career Education before moving to the next step.



## Intercollege Transfer Request

### SECTION 1: TO BE COMPLETED BY THE STUDENT

Student Name:

Student Email:

Current College:

Current Advisor:

Advisor Email:

Select your Current College: \*

Why are you changing your major?  
(Please select one primary reason)

Other reason:

Student ID:

Student Phone:

New College:

Anticipated Major:

Select Area of Emphasis:  
(if applicable)

\*Some majors require specific academic criteria for admission and may require a separate application or audition, if appropriate.

If this transfer takes place after the first week of the Fall or Spring semester, I understand that my new major will be effective for the next semester/ term. Summer transfers after the schedule adjustment period will be effective the next available semester / term. Please check the academic calendar for specific dates for the schedule adjustment period.

- \*  I understand that I must meet with my new advisor before registering for classes
  - \*  I understand that if I transfer out of an online program, I will no longer be eligible for the online tuition rate and my financial aid package may change
- I would like to speak with a career education specialist about my major change to ensure this decision fits my long term goals.
- \*  Yes  
 No

Before scheduling your classes, you must meet with your new Primary Advisor once assigned. If you are placed on academic probation or suspension for the next effective term, the Associate Dean of Students in your new college must advise you and approve your schedule.

6. A “Section 2” will appear on the bottom half of the screen. You do not need to do anything here – that is for the new college to do.

If this transfer takes place after the first week of the Fall or Spring semester, I understand that my new major will be effective for the next semester/ term. Summer transfers after the schedule adjustment period will be effective the next available semester / term. Please check the academic calendar for specific dates for the schedule adjustment period.

- \*  I understand that I must meet with my new advisor before registering for classes
- \*  I understand that if I transfer out of an online program, I will no longer be eligible for the online tuition rate and my financial aid package may change.

I would like to speak with a career education specialist about my major change to ensure this decision fits my long term goals.

- \*  Yes
- No

Before scheduling your classes, you must meet with your new Primary Advisor once assigned. If you are placed on academic probation or suspension for the next effective term, the Associate Dean of Students in your new college must advise you and approve your schedule.

**SECTION 2: TO BE COMPLETED BY THE CURRENT COLLEGE**

Please select the NEW college from the dropdown list.

\* -- Please Select --

- \*  I approve this college transfer request from my college

**SECTION 3: TO BE COMPLETED BY NEW COLLEGE**

First Major:	*	<input type="text"/>	Effective Semester of Transfer:	*	<input type="text"/>
Second Major:		<input type="text"/>	New Catalog of Record:	*	<input type="text"/>
Third Major:		<input type="text"/>			
Primary Advisor:	*	<input type="text"/>	Secondary Advisor:		<input type="text"/>
Office Location:	*	<input type="text"/>	Office Location:		<input type="text"/>
Phone Number:	*	<input type="text"/>	Phone Number:		<input type="text"/>
Email:	*	<input type="text"/>	Email:		<input type="text"/>

Save Progress Next

7. Click ‘next’

Email:  \*

Save Progress **Next**

2 46°F


8. Type your name exactly as it appears on the signature page, then select 'submit'.

## Electronic Signature

Please read the [Disclosure / Consent](#) before you sign your form electronically.

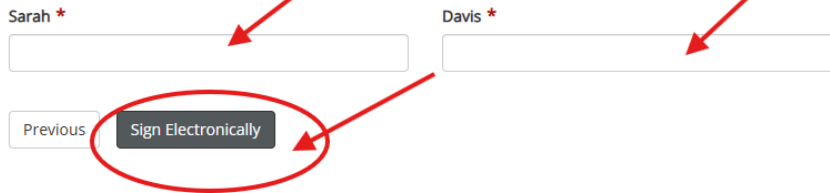
Typing your name exactly as it appears below signifies you are completing this form using an electronic signature. By signing electronically, you are certifying that you have read and understand the Disclosure/Consent and agree to electronically sign. You also agree to receive required disclosures or other communications related to this transaction electronically.

To continue with the electronic signature process, please enter your first name in the first field, and your last name in the second field. Your name must match the name displayed in the dialog. Next, click the "Sign Electronically" button to save your information and submit your electronic signature.

 Required fields are marked with an asterisk.

Sarah \*

Davis \*



If you would like to opt out of electronic signature, please click the "Opt out and print" link below to save your information and print a local copy for your signature.

[Opt out and print](#)

9. When you see this message – you are all done!

Thank you! Your form has been submitted.

PDF is intended for printing a physical copy only. Please use the HTML version for accessibility purposes.

As you work through the form if you have any questions, you can contact your advisor, your College Dean's Office, [advising@marshall.edu](mailto:advising@marshall.edu), or 304-696-2669.