

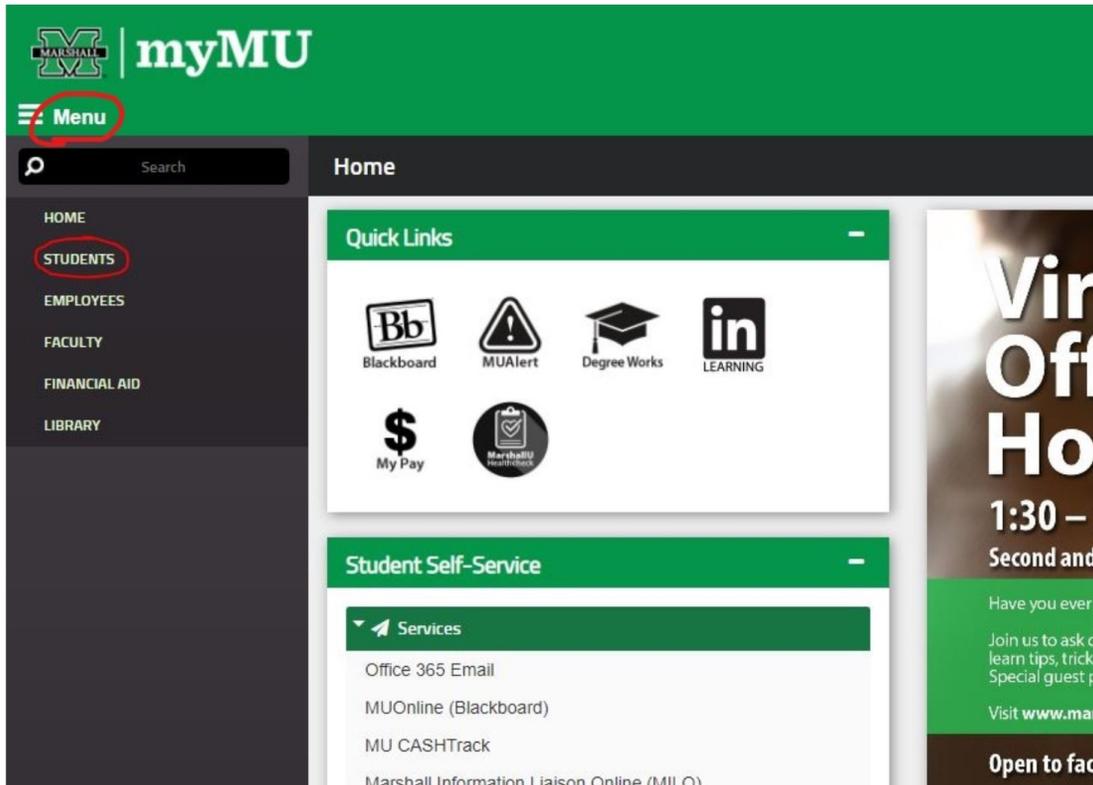
Student Guide to Intercollege Transfer Forms



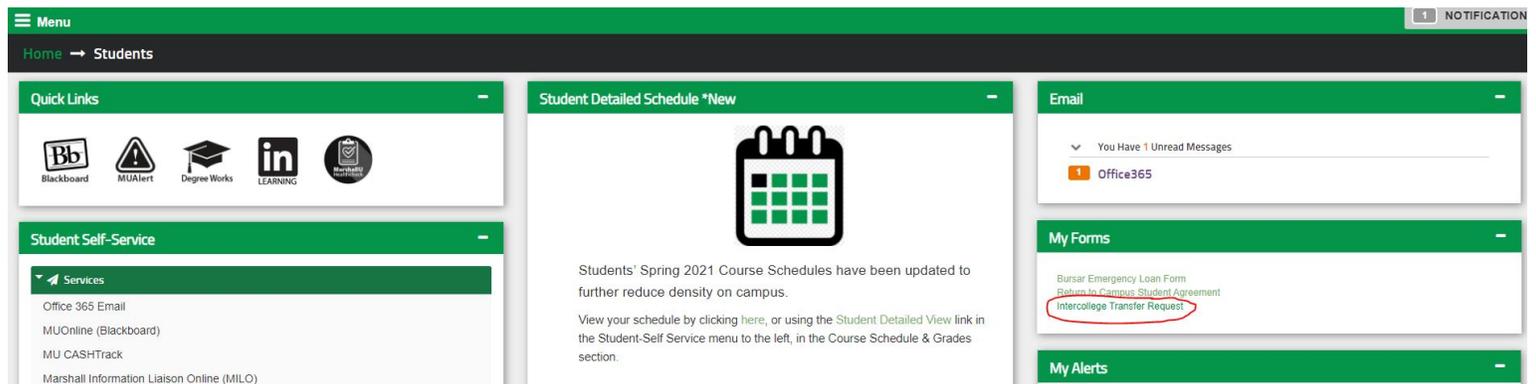
In order to change your major, you must complete an electronic Intercollege Transfer Form.

Step 1: Log into your myMU.

Step 2: Select the Students page from your drop down Menu options.



Step 3: Select Intercollege Transfer Request from the My Forms menu on the right side of the page.



Step 4: A new tab will appear with the form. The fields with checkmarks will be auto filled for you. You need to complete all the remaining fields with the requested information. Make sure you consider the bottom two points regarding speaking with an advisor prior to registration and seeing a Career Education Specialist for an appointment regarding your new major.



Intercollege Transfer Request

SECTION 1: TO BE COMPLETED BY THE STUDENT and CURRENT COLLEGE

✓ Student Name:	<input type="text"/>	✓ Student ID:	<input type="text"/>
✓ Student Email:	<input type="text" value="...@marshall.edu"/>	✓ Student Phone:	<input type="text"/>
✓ Current College:	College: <input type="text"/>	New College:	-- Please Select --
Current Advisor:	<input type="text"/>	Anticipated Major:	-- Please Select --
Advisor Email:	<input type="text"/>	Select Area of Emphasis: (if applicable)	-- Please Select --
Select your Current College:	* -- Please Select --		

*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 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.

Step 5: Once you have completed all of the required fields, select Next.

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 name and click the "Sign Electronically" button to save your information and submit your electronic signature.

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](#)

Step 6: On this page you need to sign your form. Make sure you sign your name exactly as it appears in the text above the boxes. Once you have filled the boxes in, select Sign Electronically.

Thank you! Your form has been submitted.

 [View Form PDF](#)

You should see this message at the top of the next page. Your major change request will now be sent to your current advisor and new college for review and processing. You will receive email updates as each step is processed and when the major change is complete.

Note – If you choose to meet with a Career Education Specialist, you will need to watch your email for an appointment request from the Office of Career Education.