

## **TOM/EBZ Department Change of Major Requests**

To complete your change of major request, please speak to a department advisor and then proceed by completing the e-form through the CPP website.

### **Steps to completing request:**

1. Consult faculty advisor
2. Complete e-form
3. Department Approval
4. Registrar's office updates student records

### **Step 1:**

#### **Consulting faculty TOM/EBZ department advisors**

Reach out to a department advisor to review your decision to change your major prior to completing the e-form. Advisors include all department full time faculty and the department chair. Please do not reach out to any of the adjunct faculty for help on completing your change of major request.

Follow the link to view the TOM/EBZ faculty list and office hours:

<https://www.cpp.edu/cba/technology-and-operations-management/faculty-and-staff/bios/index.shtml>

### **Step 2:**

Follow the link to complete the change of major e-form:

<https://www.cpp.edu/studentsuccess/guides/change-of-major.shtml>

### **Step 3:**

Once your e-form is completed, the change of major request will be directed to the TOM/EBZ department for approval. This process typically takes no longer than one week within the department.

### **Step 4:**

Once the department approves the request, it will go to the registrar's office for processing. The department recommends that you give the entire process about a month. If you do not see any updates after a month, please reach out to the registrar's office for an update. The department is not connected to the registrar's office and therefore will not be able to provide an update or make final changes to your request.

Contact the TOM/EBZ department ASC for any additional questions:

<https://www.cpp.edu/cba/technology-and-operations-management/contact-us.shtml>