

Change of Minor – Student Guide (BroncoDirect)

For Undergraduate Students Only

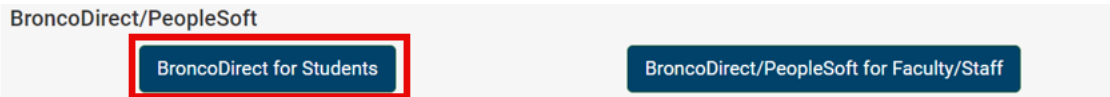
Before you start

- **Policy:** You **cannot declare a minor** that is substantially similar to your primary or secondary major. Minors must add distinct academic value. See the [Change of Minor Guide](#) for details.
- **Limits:** You may declare **up to two minors**. Only **one request at a time** may be submitted.
- **High-unit students:** If you've earned **90+ units** and **already applied for graduation**, your request will be routed to the **Associate Registrar** and the **AVP of Student Success** for review.
- **Notifications:** You'll receive email updates to your **CPP email**.

Step 1 — Sign in

1. Go to **BroncoDirect/PeopleSoft for Students:**

<https://my.cpp.edu/uPortal/f/u251s4/p/broncodirect.n9/max/render.uP>

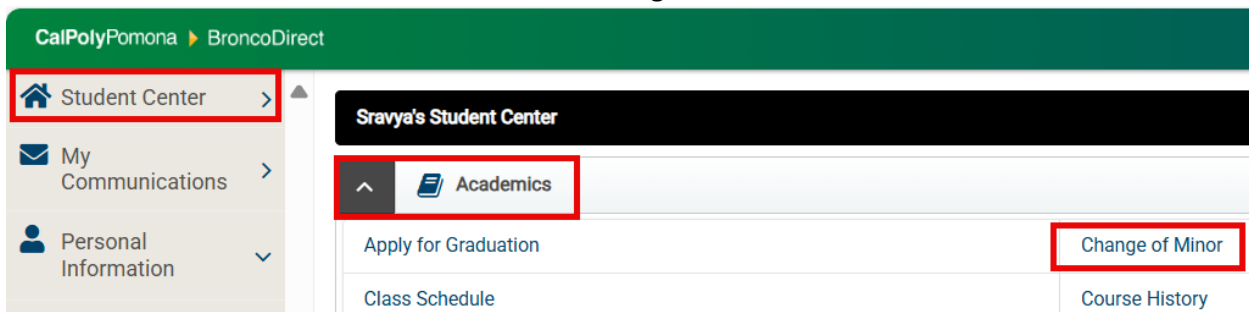


2. Sign in with your CPP credentials.

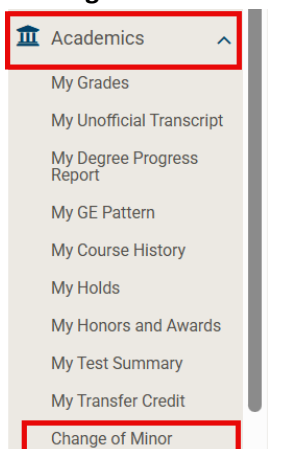
Step 2 — Open the Change of Minor request

There are two ways:

- **Path A: Student Center → Academics → Change of Minor**



- **Path B (left panel): Academics → Change of Minor**



Step 3 — Create your request

- Read the Instructions to Add/Drop/Change a Minor carefully before you proceed

- Click **Create a New Request**.

Cal Poly Pomona ▶ BroncoDirect

Student Center | My Communications | Personal Information | Classes & Registration | Financial | Graduation | Academics

Add/Drop/Change of Minor Request

[Return To Student Center](#)

Instructions to Add/Drop/Change a Minor

To Create a New Request, select the button below.

Add a Minor: select this option if you wish to add a minor, minor coordinator approval is required. Please note student may declare up to two minors only. May also provide elective selections and/or minor course substitution

Drop a Minor: select this option if you wish to drop a minor.

Change a Minor: select this button if you wish to change to a different minor, new minor coordinator is required. Please note student may declare up to two minors only. May also provide elective selections and/or minor course substitution

Add/Change Elective Selections and/or Minor Course Substitutions: select this option if you wish to add or change the elective selections and/or minor course substitutions

Please note: If you currently have a request pending, you will not be able to submit a new request until the pending request has been reviewed and processed.

If you have completed over 90 units already and want to add or change a minor, the request will be routed to the Registrar's Office and Office of Student Success to review.

If you are a new student and have not completed any units at Cal Poly Pomona, you may not submit a Change of Minor at this time. Please submit your request after completion of your first term.

Your financial aid eligibility may be impacted by adding a minor. Please consult with the Office of Financial Aid and Scholarships for more information.

Create a New Request

Step 4 — Choose what you want to do

You'll see up to **four** options (availability depends on whether you already have a minor on record):

Add/Drop/Change of Minor Request

Academic Level Junior

Major Mathematics

Your current minor(s) are reflected in the Declared Minor(s) box below.

To begin, choose from the dropdown menu to Add/Drop/Change a minor.

NOTE: Your financial aid eligibility may be impacted by adding a minor. Please consult with the Office of Financial Aid and Scholarships for more information.

Select Option

☒ Course Elective/Substitution
 ☒ Change
 ☒ Drop
 ☐ Add

Add/Change Minor(s)

1. **Add** — Add a new minor (or a second minor).
 - You may complete **Elective Selections** and/or **Minor Course Substitutions**
2. **Change** — Switch from your current minor to a different minor.
 - You may complete **Elective Selections** and/or **Minor Course Substitutions**
3. **Change Elective Selections and/or Minor Course Substitutions** — Update electives and/or substitutions for a declared minor.
 - Routes to the **Minor Coordinator** for review and **Registrar's Office** for processing.
4. **Drop a Minor** — Remove an existing minor.

Visibility notes

- If you have **no minor** yet → only **Add** will appear.

- If you **do** have a minor → all four options will appear (subject to your situation).


Step 5A — Add a Minor

1. Click **Add Minor**.

To Add a Minor

To ADD a Minor:

1. Choose the Add Minor(s) button below.
2. Select "Search for New Plan". You will be directed to a search page.
3. To add more than one minor, select the plus (+) icon. You may declare up to 2 minors only.
4. Click on Add Minor




2. On the **Keyword Search** tab, type a keyword (e.g., "Business") and click **Search**.

Select New Major/Minor

Enter the name of the minor (e.g. English) in the Search box, then click on "Search".

Keyword Search

business



3. Select your minor from **Search Results**, click **OK**.






Select New Major/Minor
Return

Enter the name of the minor (e.g. English) in the Search box, then click on "Search".

Keyword Search

Search

Search Results

SELECT	ACADEMIC PLAN	DEPARTMENT NAME	COLLEGE NAME
	Minor BUS_NR_B18	Business Minor	All College - CBA Business Administration
	Minor BUS_NR_B5	Business Law Minor	All College - CBA Business Administration
	Minor BUS_NR_B9	International Business Minor	All College - CBA Business Administration
	Minor FMA_NR_B1	Agribusiness and Food Industry Management Minor	Agbus, Food Indstry Mgmt, AgSc Agriculture
	Minor FMA_NR_B2	International Agriculture Business Management Minor	Agbus, Food Indstry Mgmt, AgSc Agriculture

<< FIRST
PREVIOUS
1-5 OF 5
NEXT >
LAST >>

FIND

Cancel
OK

4. The minor appears in **Proposed Minor**.

+ Add Minor

Add Minor(s)

	SEARCH FOR NEW PLAN	PROPOSED MINOR
1	Search for New Plan	Business Minor

- If required, enter **Elective Selections** and/or **Minor Course Substitutions** (see Step 5C).
- Click **Next** to continue.

Step 5B — Change a Minor

- Select the **Change** option and check the box to change your minor, click **Search for New Plan**.

Select Option

☒ Course Elective/Substitution
 ☒ **Change**
☐ Drop

☐ Add

Add/Change Minor(s)

SELECT	CURRENT MINOR	SEARCH FOR NEW PLAN	PROPOSED MINOR
<input checked="" type="checkbox"/>	Data Science Minor	Search for New Plan	

- Enter the new minor name (e.g., "Chemistry") and **Search**.

Select New Major/Minor

Enter the name of the minor (e.g. English) in the Search box, then click on "Search".

Keyword Search

Search

- Select the radio button for the new minor, click **OK**.



Search Results

SELECT		ACADEMIC PLAN		DEPARTMENT NAME	COLLEGE NAME
<input checked="" type="radio"/>	Minor	CHM_NR_B1	Chemistry Minor	Chemistry and Biochemistry	Science

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 1 OF 1
 NEXT >

FIND

- If required, enter **Elective Selections** and/or **Minor Course Substitutions** (see Step 5C).
- Click **Next** and proceed

	*MINOR COURSE REQUIREMENT	COURSE TITLE	MINOR SUBSTITUTE COURSE FROM CPP ENROLLMENT
1	<input type="text"/> 		<input type="text"/> 
<div> << FIRST < PREVIOUS </div>			

Next

Cancel

Step 5C — Elective Selections / Course Substitutions only

Use this if your minor is already declared and you're **only** updating electives/substitutions.

Select Option

☒ Course Elective/Substitution

☐ Change

☐ Drop

☐ Add




Where to enter what

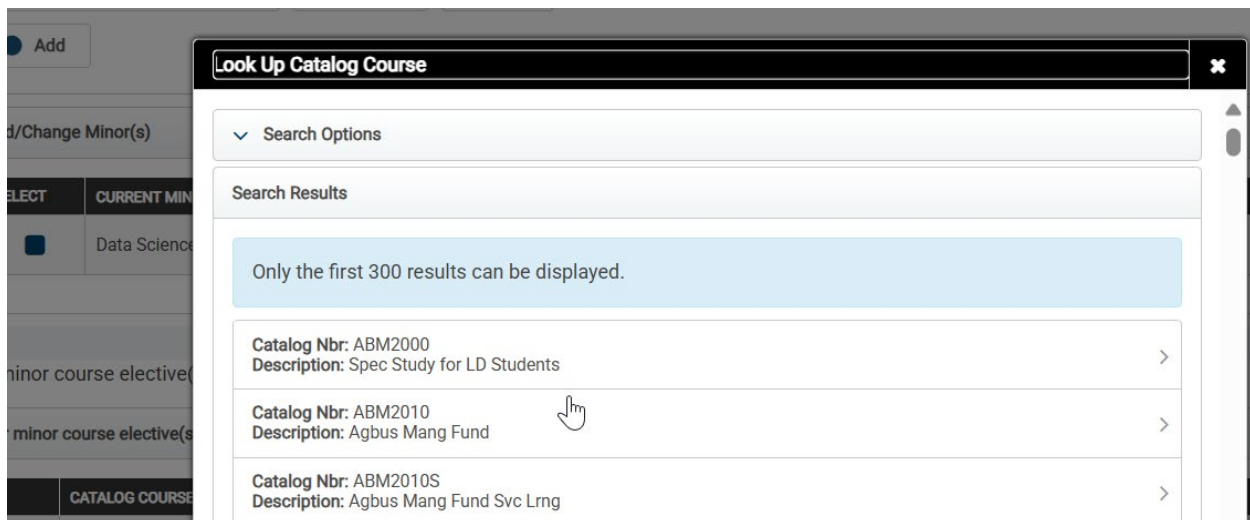
- Minor Course Requirement

Elective Selections:

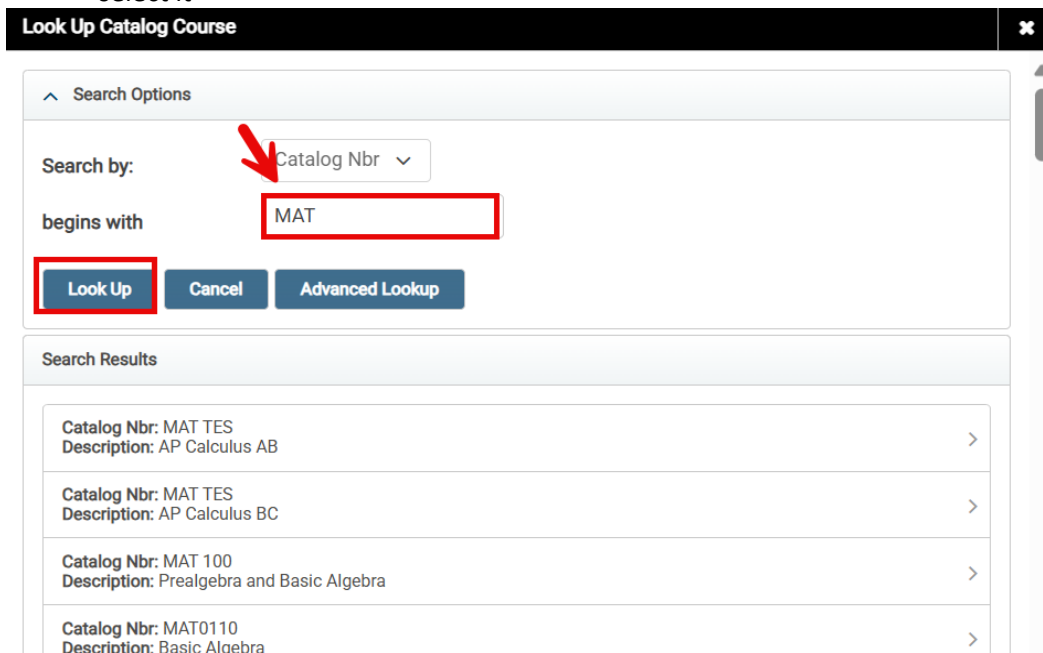
- Click the **magnifying glass** to pick the course (catalog & subject).

For minor course elective(s) selection, list courses below:

	CATALOG COURSE	COURSE TITLE		
1	<input type="text"/> 			



- You may also search the course by **Catalog Nbr** or **Description**, enter the **begins with:** i.e. if you are looking up for MAT1050, enter **MAT**
- Click on **Look Up**, a list of Search Result will populate, click on the appropriate course to select it



- The course will be added to the table and the course title is auto-filled. To add more courses, click on the **+Add** button to add more rows. To remove the course or made an error, you may click on the **X Delete** button.

For minor course elective(s) selection, list courses below:

	CATALOG COURSE	COURSE TITLE		
1	MAT1050	College Algebra	+ Add	✕ Delete
2			+ Add	✕ Delete

Minor Course Requirements/Substitutions

- **Substitute Course from CPP Enrollment**
 - Click on the Magnify Glass

For minor course substitution(s), complete information below:

	*MINOR COURSE REQUIREMENT	COURSE TITLE	MINOR SUBSTITUTE COURSE FROM CPP ENROLLMENT	COURSE TITLE	OR: FROM TRANSFER OR TEST CREDIT		
1						+ Add	✕ Delete

- Search the course for the minor course requirement to substitute for:
 - click on **Search Options**,
 - Search the course **by Catalog Nbr**,
 - enter the catalog number **to begins with**: i.e. CHM
 - click **Look Up**

Look Up Minor Course Requirement

^ Search Options

Search by: Catalog Nbr

begins with CHM

Look Up Cancel Advanced Lookup

- Select the course from the results:

Look Up Minor Course Requirement

Search Options

Search by: Catalog Nbr

begins with CHM

Look Up Cancel Advanced Lookup

Search Results

Catalog Nbr: CHM1010 Description: Chemistry in Our World	>
Catalog Nbr: CHM1010L Description: Chem in Our World Lab	>
Catalog Nbr: CHM1150 Description: General Chem for Egrs	>

- On the Minor Substitute Course From CPP Enrollment tab, click on the Magnifying Glass, it'll display the courses that you have completed at CPP
 - The Course history excluded grades: **W, WU, F, IC, NC** (not eligible for substitutions).

MINOR COURSE REQUIREMENT	COURSE TITLE	MINOR SUBSTITUTE COURSE FROM CPP ENROLLMENT	COURSE TITLE	OR: FROM TRANSFER OR TEST CREDIT		
1 AG1280	Computer Applications for Ag	2233 COMM	Nonverbal Communication		+ Add	x Delete

1 OF 1

PREVIOUS NEXT LAST

- You may click on Search Options, search by Enrollment Data (course history) or Term. If search by Enrollment Data, enter the Catalog Nbr. Click on Look Up to find the substitute course from CPP Enrollment
- Click the course from the Search Results

Look Up Minor Substitute Course From CPP Enrollment

Search Options

Search by: Enrollment Data

begins with CHM

Look Up Cancel Advanced Lookup

Search Results

Term: 2237 Descr: Fall Semester 2023 Class Nbr: 74377 Subject Area: TH Catalog Nbr: 2080 Description: Intro to Film and Amer Culture Official Grade: A	>
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- **Substitute Course from Transfer or Test Credit**

- Choose from your posted transfer/test credits. You may click on Search Options, search by Enrollment Data (course history) or Term. If search by Enrollment Data, enter the Catalog Nbr. Click on Look Up to find the substitute course from Transfer or Test Credits.
- Click the course from the Search Results
- **Test credit display rule: AP ≥ 3 and IB ≥ 4 appear.**

Look Up OR: From Transfer or Test Credit

Search Options

Search by: Enrollment Data

begins with

Look Up Cancel Advanced Lookup

Search Results

Organization Name: San Jose City Col
Term Descr: SUMR 2021
School Subject: HIST
School Course Nbr: 017B
Description: History of the United States
Units Taken: 3
Grade Input: A
Test Score: (blank)

Organization Name: San Jose City Col
Term Descr: FALL 2022
School Subject: CIS
School Course Nbr: 106
Description: TECH 1 INTRO COMP CDNG
Units Taken: 3
Grade Input: A
Test Score: (blank)

Organization Name: San Jose City Col
Term Descr: FALL 2022
School Subject: GUIDE
School Course Nbr: 100

- Choose one source for a substitution: select either Course Substitute from CPP Enrollment or Substitute Course from Transfer/Test Credit—not both.
 - Use **both** only if your advisor *specifically instructs you* that it's a “one-to-many” situation (i.e., one minor requirement is satisfied by **multiple** courses/credits).

For minor course substitution(s), complete information below:

	*MINOR COURSE REQUIREMENT	COURSE TITLE	MINOR SUBSTITUTE COURSE FROM CPP ENROLLMENT	COURSE TITLE	OR: FROM TRANSFER OR TEST CREDIT		
1	CHM1010	Chemistry in Our World	2237-MAT1	College Algebra	San Jose City Col-SUMR 2021-HIST 01	+ Add	X Delete

- To add more courses, click on the **+Add** button to add more rows. To remove the course or made an error, you may click on the **X Delete** button.
- Click **Next**

*MINOR COURSE REQUIREMENT	COURSE TITLE	MINOR SUBSTITUTE COURSE FROM CPP ENROLLMENT	COURSE TITLE	OR: FROM TRANSFER OR TEST CREDIT		
1	CHM1010	Chemistry in Our World	2237-MAT1	College Algebra		<input type="button" value="+ Add"/> <input type="button" value="✕ Delete"/>
2						<input type="button" value="+ Add"/> <input type="button" value="✕ Delete"/>

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[LAST >>](#)

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Step 5D — Drop a Minor

1. Select **Drop a Minor**.

Select Option

☐ Course Elective/Substitution
☐ Change
☒ Drop

☐ Add

2. Confirm the minor to drop by checking the box under SELECT, and click **Next** to continue.

Select Option

☐ Course Elective/Substitution
☐ Change
☒ Drop

☐ Add

Add/Change Minor(s)

SELECT	CURRENT MINOR
<input checked="" type="checkbox"/>	Data Science Minor

Step 6 — Review & Justify

1. **Verify** your selection(s).
2. Enter a **brief justification** (why you're adding/changing/dropping).
3. Click **Submit**.

Add/Drop/Change of Minor Request

Please verify your selection.

To cancel and return to previous page, select 'Back'

Selected Minor	
1	Data Science Minor

Your submission will go through an approval process. Please provide the reason for this request in the box below, then select "Submit".

***Justification**

for career opportunities

Submit

4. When prompted, click **Yes** to confirm.

Changes in Minor

	ACTION	CURRENT MINOR
1	Drop	

Your submission will go th

***Justification**

for Career Opportunities

Submit

Message

Are you sure to submit the request?

Yes No

Step 7 — What happens next

- You'll see a **confirmation** (or failure) message on screen.

Add/Drop/Change of Minor Request

Return To Student Center

Thank you.

Your request has been submitted for review. If approved, your student record will be updated. You should expect an email response within 10 business days. No further changes will be permitted until this request has been processed. Please contact the Registrar's Office at registrar@cpp.edu or call 909-869-3000 if you have any questions.

- Successful requests route to the **Minor Coordinator** (and, as applicable, the **Registrar's Office**).
- Return to **Student Center: Academics → Change of Minor** to view **Existing/Pending Request(s)** at the bottom. Click **View Details** to check status.

Create a New Request

Existing/Pending Request(s)

	CREATED DATE TIME	REQUEST TYPE	APPROVAL STATUS	VIEW DETAILS
1	10/10/25 10:40PM	Drop a Minor	Pending	View Details

View Details

Approval Status **Pending**

Created Date time 10/10/25 10:40PM

Academic Plan Type Minor

Requested Change Details

	ACTION	CURRENT MINOR
1	Drop	Data Science Minor

Justification:

- You'll get an **email** to your **CPP inbox** after submission.
 - If approved** and processed by the **Registrar's Office**, you'll receive a confirmation email.

Dear Ivan,

Your Change of Minor request has been approved and successfully processed by the Registrar's Office. You requested to Change of Minor for the following:

Minor: Astronomy Minor

Please keep this email for your records. Thank you.

- If denied**, you'll receive an email with the decision.

Dear [REDACTED],

Your Change of Minor request has been denied. You requested to Add Minor for the following:

Minor: Art

The reason is the following:

Test

If you have additional information to support your request, please the contact your minor coordinator. You may find more information on change of minor by visiting this website:
<https://www.cpp.edu/studentssuccess/guides/changeofMinor/requirements.shtml>

Tips

- If you're adding a **second minor**, remember the **maximum is two**.
- If you've earned **90+ units** and already **applied for graduation**, the request will be routed to the Registrar's Office and the AVP of Student Success to review.
- If you don't see the option you need, make sure you're in the correct page (**Student Center → Academics → Change of Minor**) and that you're an **undergraduate** student.