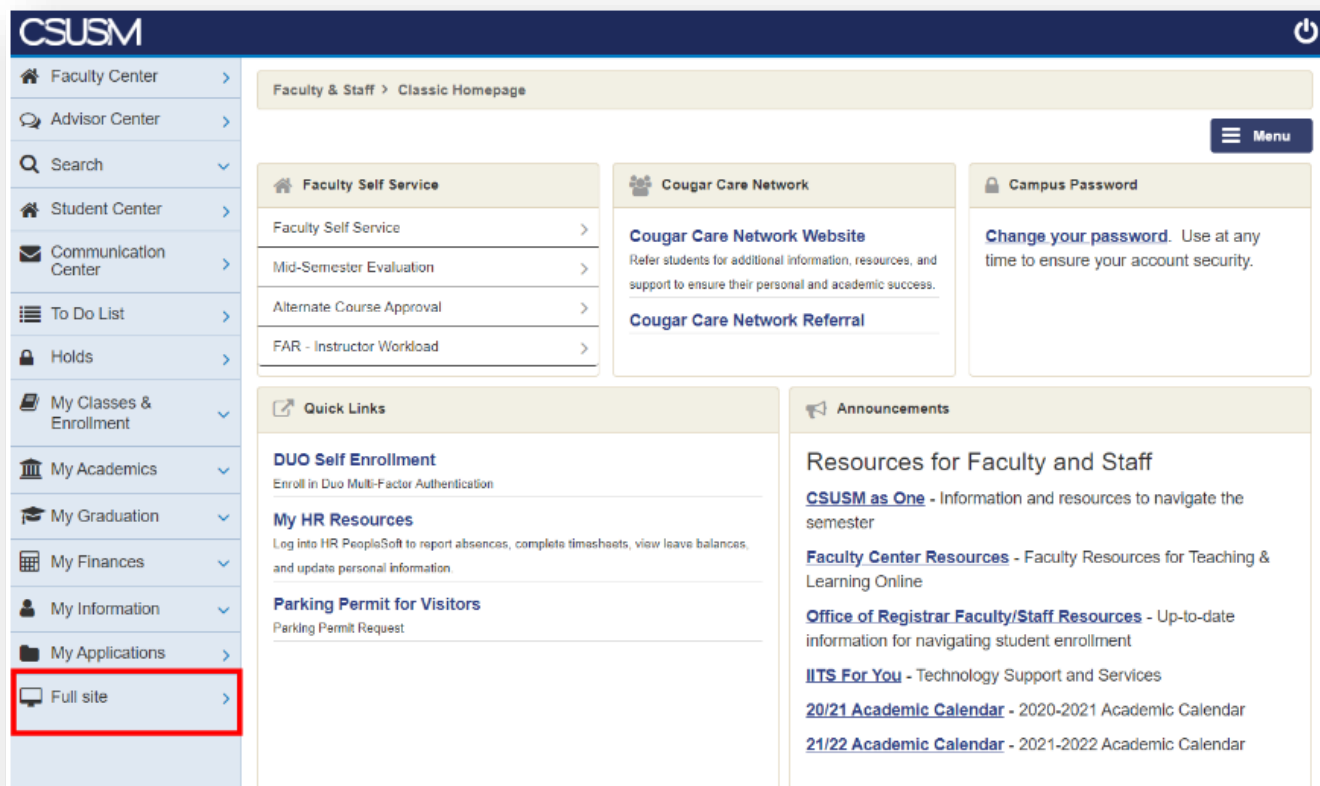


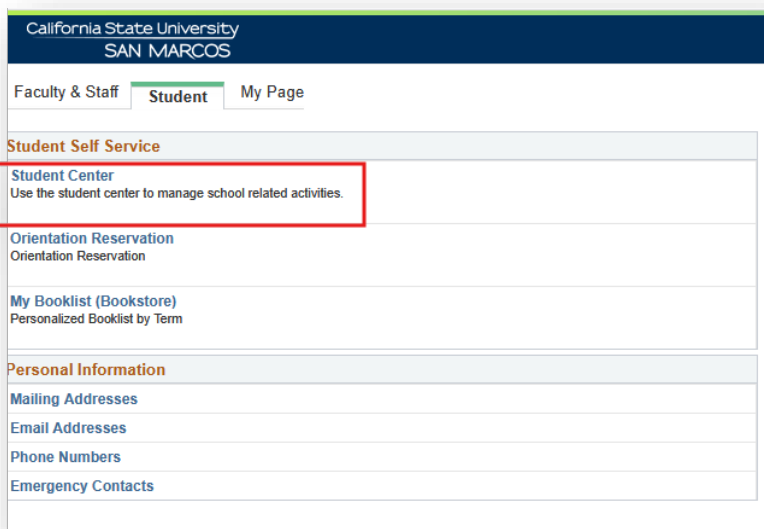
Declaring Liberal Studies Area of Focus or Changing Your Major

Liberal Studies majors must declare their Area of Focus to be able to see all their requirements in their Student Account. Declaring your major fully will build Degree Planner & ARR so that it will display all your remaining degree requirements.

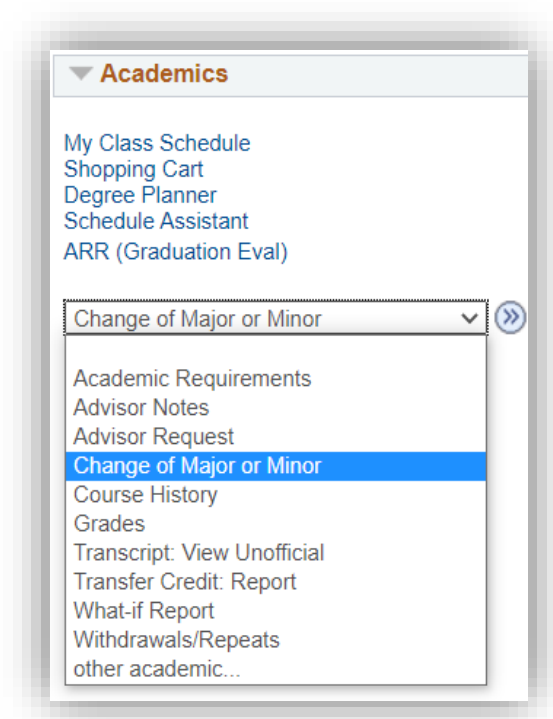
1. Log into my.csusm.edu using your CSUSM login credentials
2. On the bottom left-hand side, click on “Full site”



3. Click “Student Center”



4. On the drop-down menu to the right, select “Change of Major or Minor”:



5. Click “Proceed to Change Major/Minor”:

Student Information	
ID	Name
Degree Undergraduate	Total Units
Use Limits for Change of Major or Minor	
You may submit a total of 5 Requests throughout your academic career and daily requests are limited.	
You Have Used 0 of 5 Total Request(s).	
Current Academic Plans	
LBSTXXBBA	Liberal Studies BA
Important Messages	
Your academic record does not indicate any problems - you may proceed with changing your academic plan	
Proceed or Cancel	
Cancel & Return to Student Center	Proceed to Change Major/Minor

6. Click “Change”:

Use Limits for Change of Major or Minor

You may submit a total of 5 Requests throughout your academic career and daily requests are limited.

You Have Used 0 of 5 Total Request(s).

Current Status: OK To Make Changes

Primary Major - Max 1

LBSTXXBBA	Liberal Studies BA	Change
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Secondary Major(s) - Max 1

Add a Secondary Major (Up to 1) **Drop Selected Secondary Majors**

7. Click the “Select NEW Primary Major” and in the drop-down menu select **Liberal Studies-Elem Subj BA**. This will prompt a new drop-down menu right below “Required Subplans for this Major”. Select your Area of Focus here:

You're requesting to replace your current Primary Major with a different major.

Please note: Each major after the first major must consist of at least 24 semester units that are not counted toward any other major's requirements. By declaring which major is the first major, second major, etc., you are also declaring the order in which the degrees, and the majors leading to these degrees, appear on the diploma and transcript.

If you want your Secondary Major to become your Primary Major, you must first delete the Secondary Major. The system will not allow you to have the same major as both a Primary and a Secondary Major at the same time.

Can't Find Your Major/Minor in the list below?

- Please double check your plans!
- The reason may be that you've already selected or are currently declared in a similar major or minor. You must remove it before selecting it here.
- Some majors and minors may not be selected with this system and require consultation with an advisor.

Current Primary Major
Liberal Studies BA

***Select NEW Primary Major**
Liberal Studies BA

OK **Cancel**

Current Primary Major
Liberal Studies BA

***Select NEW Primary Major**
Liberal Studies-Elem Subj BA

Required Subplans for This Major (choose from the dropdown)

Arts
Bilingual Spanish
Human Development
Math
Physical Education
Reading, Language & Literature
Science
Social Science and History

8. Once you have selected your Area of Focus, click “OK”

A dialog box titled "Current Primary Major" with the text "Liberal Studies BA" below it. It then says "*Select NEW Primary Major" followed by a dropdown menu showing "Liberal Studies-Elem Subj BA". Below that, it says "Required Subplans for This Major (choose from the dropdown)" followed by another dropdown menu showing "Human Development". At the bottom, there are two buttons: "OK" (highlighted with a red box) and "Cancel".

9. Double-check your selection is correct, then click the red “Confirm Major & Minor Changes” button to complete the major declaration/change process:

A page titled "Current Status: Changes Made, use Confirm button below to save changes and exit!". It shows a table for "Primary Major - Max 1" with columns for "LBSTESMBBA", "Liberal Studies-Elem Subj BA", and "Change". Below this is a section for "Primary Major Subplan(s)" with a table showing "LBSTESMBBA", "Liberal Studies-Elem Subj BA", and "Human Development". There is also a section for "Secondary Major(s) - Max 1" with buttons for "Add a Secondary Major (Up to 1)" and "Drop Selected Secondary Majors". Below that is a section for "Minor(s) - Max 2" with buttons for "Add a Minor (Up to 2)" and "Drop Selected Minors". At the bottom, there is a section titled "Confirm or Cancel Changes" with two buttons: "Cancel & Return to Student Center" and "Confirm Major & Minor Changes" (highlighted with a red box).

NOTE: Your Degree Planner & ARR should reflect changes in the next few minutes. Consider meeting with an academic advisor to review the requirements for your new major.