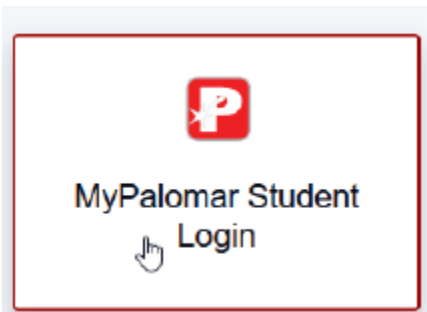
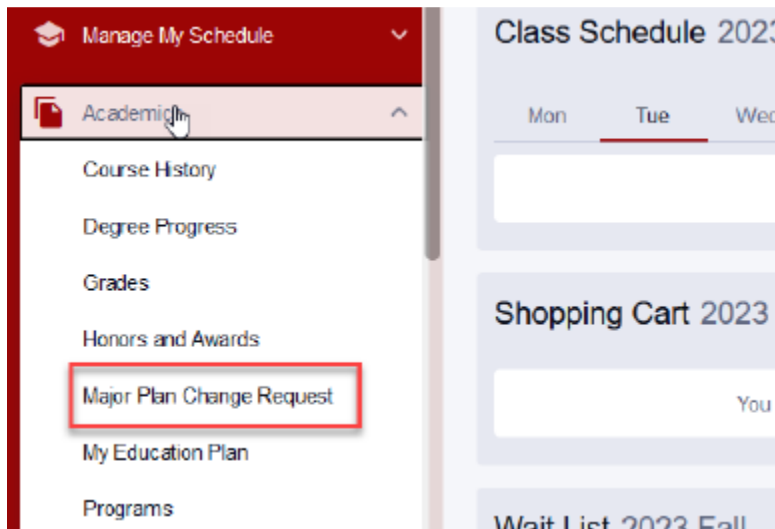


How to submit a major plan change request

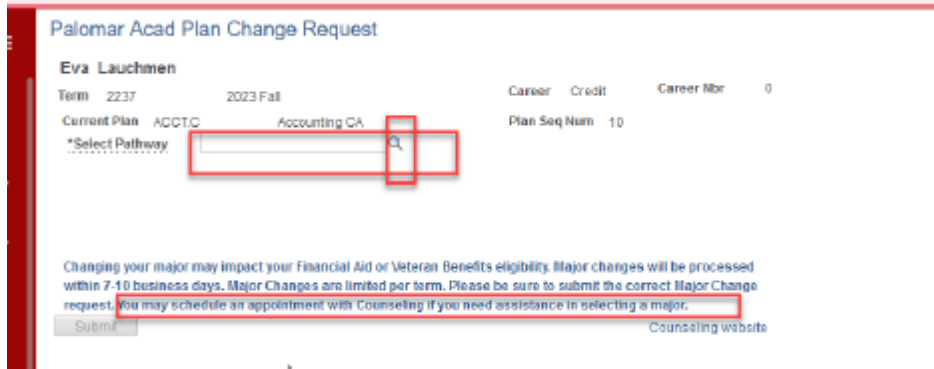
1. Log into your myPalomar account



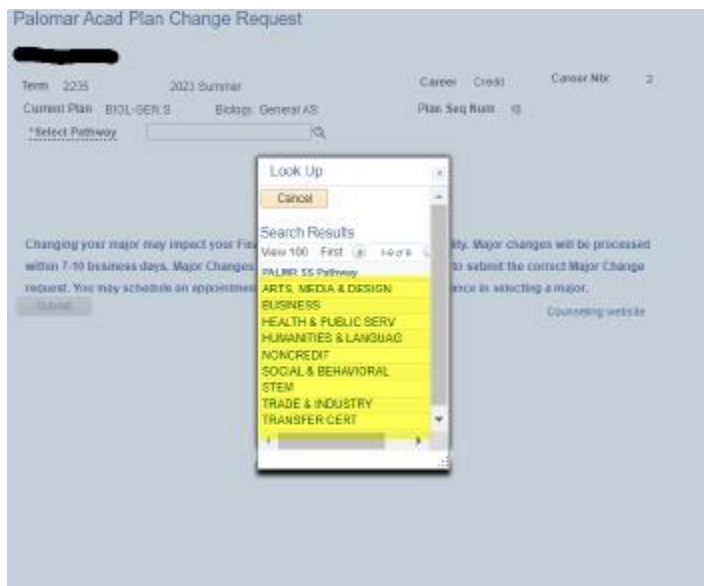
2. Click on the Major Plan Change Request



- The form will show the current major for the student. Students click the magnifying glass to see the different pathways to find their major. *Please note, we advise students to meet with a counselor before choosing a Major.



- Students will see the different pathways. Majors are grouped under the pathways based on area of interest.



If a student is unsure what pathway to pick the student can visit the Palomar Pathways website for additional information.

The screenshot shows the Palomar Acad Plan Change Request form. The form includes fields for Term (2235, 2023 Summer), Career (2), Credit (2), Career Nbr (2), Current Plan (BIOL-GEN S, Biology: General AS), and Plan Seq Num (10). A dropdown menu for "Select Pathway" is open, showing a list of pathways. A red box highlights the text: "Please visit Palomar Pathways for more information: https://www.palomar.edu/pathways/".

Palomar Acad Plan Change Request

Term 2235 2023 Summer Career 2 Credit 2 Career Nbr 2

Current Plan BIOL-GEN S Biology: General AS Plan Seq Num 10

*Select Pathway

Pathway

Academic plans grouped by area of interest. Example: STEM, Public Safety, etc.

Please visit Palomar Pathways for more information: <https://www.palomar.edu/pathways/>

Submit

5. Students select the pathway for the major, then select the degree or certificate.

The screenshot shows the Palomar Acad Plan Change Request form with the "Select Degree or Certificate" dropdown menu open. The dropdown menu displays a search bar and a list of search results. The search results table is as follows:

PAL SS Plan Type	Description
ADT	Associate Degree for Transfer
CERTIFICATE	Certificate
LOCAL AA/AS DEGREE	Local Associate Degree

Palomar Acad Plan Change Request

Term 2235 2023 Summer Career 2 Credit 2 Career Nbr 2

Current Plan BIOL-GEN S Biology: General AS Plan Seq Num 10

*Select Pathway SOCIAL & BEHAVIORAL

*Select Degree or Certificate

Changing your major may impact your Financial Aid or Veterans Affairs benefits. Major Changes are limited per request. You may schedule an appointment with Counseling.

Submit

Look Up

Search by: PAL SS Plan Type begins with

Look Up Cancel Advanced Lookup

Search Results

View 100 First 1-3 of 3 Last

6. Next students select the Gen Ed pattern for the major. The form will show available general education patterns based on the major.

The screenshot shows the Palomar Acad Plan Change Request form for student Katalin Lewis. The form is for the 2023 Summer term, with a current plan of BIOL-GEN.S. The pathway is set to SOCIAL & BEHAVIORAL and the degree is ADT. A 'Look Up' window is open, showing search results for 'PAL General Ed Pattern begins with'. The results list three options: PAL General Ed Pattern, CSUGE, and IGETC.

Search Results
PAL General Ed Pattern
CSUGE
IGETC

7. Students will see all available plans in the pathway based on selection choices.

The screenshot shows the Palomar Acad Plan Change Request form with the 'Look Up' window open. The search criteria are 'Academic Plan begins with'. The results list various academic plans with their descriptions, such as AIS-AIAS.F (SJS: Am Indian/Am Std AA-T CSU) and ANTH.F (Anthropology AA-T CSU).

Academic Plan	Description
AIS-AIAS.F	SJS: Am Indian/Am Std AA-T CSU
ANTH.F	Anthropology AA-T CSU
CHDV-CAD.F	Child/Adolescent Dev AA-T CSU
CHDV-ECE.F	Early Childhood Educ AS-T CSU
CS-CCS.F	SJS: Chicana/o Study AA-T CSU
ECON.UF	Economics AA-T CSU
HIST.F	History AA-T CSU
POSC.F	Political Science AA-T CSU
PSYC.F	Psychology AA-T CSU
SOC-WGSS.F	SJS: Wmn/Gndr/Suality AA-T CSU
SOC.F	Sociology AA-T CSU

8. Students are notified of possible impacts with changing their major or if the major is not financial aid eligible.

Palomar Acad Plan Change Request

Term: 2235, 2023 Summer, Career: [redacted], Credit: [redacted], Career Nbr: 2

Current Plan: BIOL-GEN S, Biology: General AS, Plan Seq Num: 10

*Select Pathway: SOCIAL & BEHAVIORAL

*Select Degree or Certificate: ADT

*Select GenEd Pattern: CSUGE

Select New Acad Plan and click Submit button

*Select Acad Plan: PSYC.G Psychology AA-1 CSU

Changing your major may impact your Financial Aid or Veteran Benefits eligibility. Major changes will be processed within 7-10 business days. Major Changes are limited per term. Please be sure to submit the correct Major Change request. You may

Submit

Message

****Attention: Financial Aid and/or Veteran Eligibility Warning** (21000,14)**

You are selecting a Major Change that may impact your Financial Aid and/or Veteran benefits eligibility. Please consider this information carefully before submitting your request.

OK

Sample Student

Term: 2235, 2023 Summer, Career: [redacted], Credit: [redacted], Career Nbr: 0

Current Plan: MATH S, Mathematics AS, Plan Seq Num: 10

*Select Pathway: BUSINESS

*Select Degree or Certificate: CERTIFICATE

Select New Acad Plan and click Submit button

*Select Acad Plan: ACCT-BC.F Bookkeeping/Account Clerk CP

Changing your major may impact your Financial Aid or Veteran Benefits eligibility. Major changes will be processed within 7-10 business days. Major Changes are limited per term. Please be sure to submit the correct Major Change request. You may

Submit

Message

****Attention: Financial Aid Warning** (21000,13)**

You are selecting a Major Change that is not Financial Aid eligible. Please consider this information carefully before submitting your request.

OK

9. After clicking submit students are given the notification that the major change request has been submitted and notified of processing times.

Term 2023 Summer Career Credit Career Nbr 2

Current Plan BIOL-GEN S Biology: General AS Plan Seq Num 10

*Select Pathway SOCIAL & BEHWORAL

*Select Degree or Certificate ADT

*Select GenEd Pattern CSUGE

Select New Acad Plan and click Submit button

*Select Acad Plan PSYC.F Psychology AA-T CSU

Thank you for submitting your Major Change Request form. Your updated Major will be reflected in your myPalomar Student Center upon approval.

Submit Request for Acad Plan change has been submitted Counseling website

Message

"Major Change Request Submitted" (2100, 15)

Thank you for submitting your Major Change Request form. Your request is currently under review. Please allow 7-10 business days for processing. Your updated major will be reflected in your MyPalomar Student Center upon approval.

OK