

# APPLICATION TO DEGREE PROGRAM

Revised 1/14/14  
 901 S. National Avenue • Carrington Hall • Room 320 • Springfield, MO 65897  
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OFFICE OF THE REGISTRAR

**This form is only necessary when a student is seeking admission to a major that has admission requirements.** Majors that have admission requirements are designated with the notation “(PRE)” on the Major/Minors code sheet (<http://www.missouristate.edu/registrar/major-codes.htm>).

Students declaring a major that does not have admission requirements, or declaring a minor, are automatically admitted to their major/minor in the semester it is declared and, therefore, this form is not required. Such students need to contact the Academic Advisement Center or Office of the Registrar in-person (or email from Bearmail account preferred) to add or change a major/minor.

## Students to be admitted:

**Note:** The “Catalog Semester/Year” should be the current semester unless the student is being given special permission to be admitted under a previous catalog or if the student has chosen to re-file under a more recent catalog semester/year.

Student Name (last name, first name, middle initial)	BearPass Number (also known as M-Number)	Major Code (e.g. ACCT-BS)	Catalog Semester & Year of Major (e.g. Fall 2013)	Advisor Name and BearPass Number (only necessary if advisor is changing. If left blank, advisor will remain as is.)	Additional processing information you wish to share (i.e. instruction to drop a previous major/minor, add a new minor, etc)

Department Name \_\_\_\_\_ Signature and Stamp of Department Head \_\_\_\_\_ Date \_\_\_\_\_

Return completed form to the Office of the Registrar, Carrington 320, for processing unless the major is in the College of Business (COB) in which case the form should be sent to the COB Advisement Center, Glass 106. Please photocopy prior to submission if you wish to retain a copy for your departmental records.