Change of Major Worksheet

For switching **within CENG majors only**; turn completed worksheet into the CENG Advising Center 40-111 or bring to change of major appointment.

Name: ________________________________  EMPL ID: ________________  Date: ______________

Current Major: _________________________  Target Major: _________________________

Preferred Catalog Year: _____ Decide which one is best for me _____2013-2015 _____2011-2013
____other: _______

Please check to verify you meet the following requirements:
____ You have no more than 24 excess Cal Poly units that do not apply to your target major.
____ You have completed at least one quarter at Cal Poly.
____ Your current term, Cal Poly, and Higher Ed. GPA’s are all at least a 2.0.

OR  _____ If your target major is ME, your current term, Cal Poly, and Higher Ed. GPA’s are all at least a 2.75.
OR  _____ If you were originally admitted to Cal Poly as GENE and are switching from **GENE to ME**, all your GPA’s are at least a 2.0.

1. Why do you want to change to your target major?
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________

2. Name one career that is typical for alumni of your target major that you are interested in.
_________________________________________________________________________________________

3. Name at least two classes from the curriculum that sound interesting to you.
________________________________________________________________________________________

4. How do your interests, personality, skills and/or values fit into your target field?
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

5. If you are unable to change your major into your target major, what is your backup plan (be specific)?
________________________________________________________________________________________
________________________________________________________________________________________

6. After completing your research, rate how confident you are that your target major is the right fit for you.
(Low)   1  2  3  4  5  6  7  8  9  10 (High)

7. **If switching out of CSC, SE, or CPE only**: You must meet with your current department chair before starting the change of major process. Have you done this? _____Yes _____No. What date did you meet? ________________

Please note this form does not guarantee entry into your target major. If you are approved to enter the new major you will receive an email within a few days of submitting this form with a link **requiring** you to accept the new major within 5 days. After your approval, the information will be sent to the Office of the Registrar and be entered into the system to complete the process.
### Change of Major Activities

Changing your major is an important and serious personal decision. Students are expected to fully research their options and be certain of their choice before switching. Please complete at least one activity from Section 1 and one activity from Section 2 below. In the space below describe how both the activities have had an impact on your decision to change your major (be specific). Attach additional pages if necessary.

**Section 1:**

<table>
<thead>
<tr>
<th>Activity</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Career Services: Meet with the Career Counselor for your target major to help you determine how your skills/interests would fit into a career path. Call (805) 756-2501 X4 for an appointment. Please specify above who you met with.</td>
<td></td>
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<tr>
<td>Faculty Advisor: Meet with a faculty member in your target major and discuss the curriculum and possible career paths available with that major. Please specify above who you met with.</td>
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<tr>
<td>Engineering Ambassadors: Take a tour of your target major’s department led by an Engineering Ambassador of that major. Register for tours here: <a href="http://ceng.calpoly.edu/tours/">http://ceng.calpoly.edu/tours/</a>. To contact an Ambassador in a specific major to learn more about the major from a student’s perspective email <a href="mailto:JLStamet@calpoly.edu">JLStamet@calpoly.edu</a> to get list of Ambassadors and their contact information. You may also want to attend a club meeting that is affiliated with your target major to discuss the major and courses with upper division students.</td>
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**Section 2:**

<table>
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<tr>
<th>Activity</th>
<th>Completed</th>
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<tbody>
<tr>
<td>Informational Interviewing/Job Shadowing: Contact someone in a career position you are interested in to see what they do and how they spend their workdays to gain insight about that career.</td>
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<tr>
<td>Career Services’ Graduate Survey and Alumni Profiles: Visit the website: <a href="http://www.careerservices.calpoly.edu">www.careerservices.calpoly.edu</a>. Select “Students” and then “Career Exploration”. Check out the Engineering Alumni Profiles and the Graduate Status report, which lists employers, job titles, and salary information of recent Cal Poly graduates divided by major. Write down 3-5 job titles which interest you and why.</td>
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**Additional helpful option:**

<table>
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</tr>
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<tr>
<td>FOCUS-2: After logging into your Portal, click the ‘MustangJOBS’ link under the ‘Single Click Access to’ channel. Scroll to the bottom at click the link to the ‘FOCUS-2’. Login and enter the access code ‘mustangs’. Take the ‘Work Interest Assessment’ under the ‘Self-Assessment’ category. List your top three work interests listed in the profile summary (Conventional, Enterprising, Realistic, Investigative, Social, Artistic) and how they relate to your choice in major and career.</td>
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