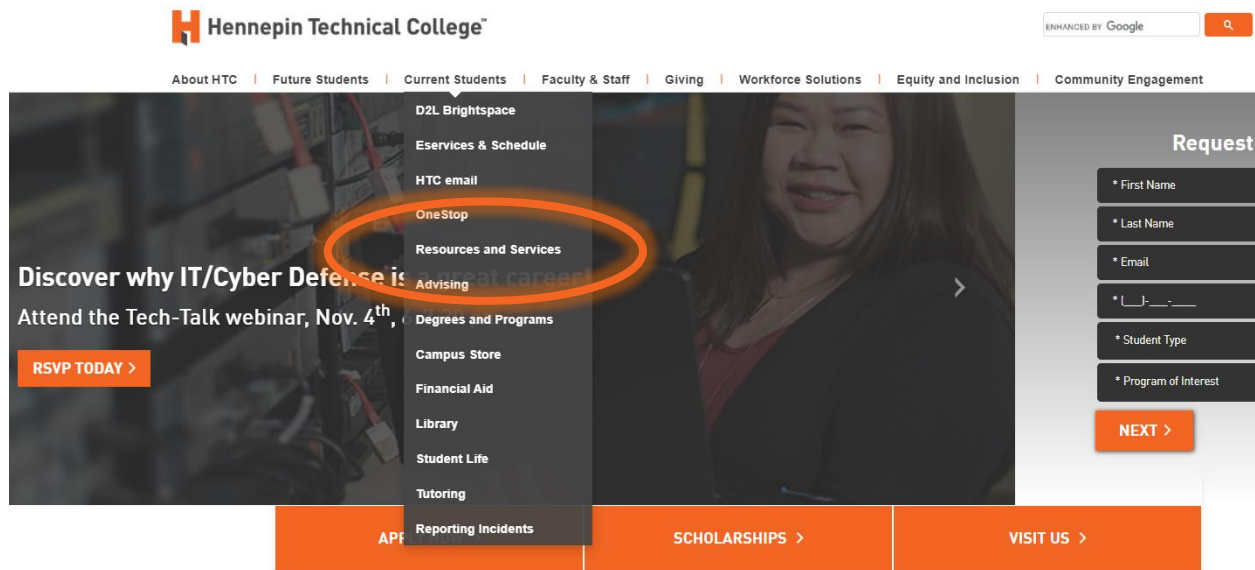


1 NESTOP **HOW TO** Change or Update Your Major

Find your answers.

1) Go to <https://hennepintech.edu> and under **Current Students**, choose **Resources and Services**.



2) Choose **Student Forms & Publications** and click on **Student Forms** from the drop-down list.

▲ Student Forms & Publications

- College Calendar
 - 2021-22 Academic Calendar (PDF)
 - 2020-21 Academic Calendar (PDF)
- Catalog and Student Handbook
- eServices & Course Schedule
- **Student Forms**

3) Under **Registration Forms** (second column), choose **Change of Major (eForm)**.

Admissions Forms

- Application for Admission-Online (preferred)
- Application for Admission (PDF)
- Application Fee Waiver Request - *[Form Uploader]

Appeal Forms

- Grade Appeal - *[Form Uploader]
- Student Improvement Plan - *[Form Uploader]
- Student Appeal - *[Form Uploader]
- Transfer Course Appeal - *[Form Uploader]

Financial Aid Forms (see below)

Graduation Forms

- Application for Award (eForm) - Grad App for **current** students; submit one term prior to anticipated graduation
- Application for Award (eForm-No StarID) - Grad App for **former** students who may qualify for a certificate, diploma, or degree
- Graduation Checklist
- Graduate Follow-Up Survey
- Request for Visa Letter

Payment Forms

- Affidavit for Lost or Uncashed Checks

Registration Forms

- Add/Drop/Withdraw Course - *[Form Uploader]
- **Change of Major (eForm)**
- Consent to Release Information - *[Form Uploader]
- Course Substitution Request - *[Form Uploader]
- eTranscript Retrieval (MN State transcripts) - *[Form Uploader]
- Enrollment Verification & Student Info Request - *[Form Uploader]
- Immunization Verification (eForm)
- Preferred Name Request (eForm)
- Registration Form - *[Form Uploader]
- Request to Withhold Directory Information - *[Form Uploader]
- Specialized Lab Agreement - *[Form Uploader]
- Student Information Change - *[Form Uploader]
- Student Complete Withdrawal - *[Form Uploader]
- Test Score Request - *[Form Uploader]
- Transcript Request (HTC)
- VA Enrollment Certification/Deferment Request (eForm)

Other Forms

- Concern/Complaint/Grievance (eForm)
- Concern/Complaint/Grievance (Anonymous)
- Discrimination/Harrassment Complaint Form
- MetroConnect Student Interest Form - *[Form Uploader]

- 4) Login with **StarID and StarID password** (wx1234yz – sample format).



- 5) Student must fill out the **Student Information** section of document, confirming the **campus of attendance** (BP or EP).



- 6) After you choose the campus, you will see a drop-down menu for your **Program choice** and then the **Program Award** (Degree, Diploma, or Certificate) you are to complete.

- 7) Remember to answer the veteran's benefits question at the end of the document.

- 8) Finally, you must electronically sign the Change of Major (eForm) by entering your **StarID password** **and** **checking the box agreeing to all electronic signature terms and conditions.**

Electronic Signature

By clicking on the box below, you consent to use electronic communications, electronic records, and electronic signatures rather than paper documents for this form.

In order to sign this form you must complete the following two steps:

Provide your StarID password:

*

By checking this box, I agree to all electronic signature terms and conditions:

- 9) The Change of Major (eForm) is typically processed within 1-2 business days by the Registrar's Office. Any questions concerning the status of your major change/update, may be referred to Debbi Eull, Assistant Registrar, by email: debbi.eull@hennepintech.edu or you can email the OneStop center for assistance at onestop@hennepintech.edu.