

Application to Degree Program

Email: Registrar@MissouriState.edu
Phone (417) 836-5520, Fax (417) 836-6334
901 S National Ave, Carrington Hall 320
Springfield, MO 65897



This form is only necessary when a student is seeking admission to an undergraduate major or certificate that has admission requirements.

Undergraduate majors or certificates that have admission requirements are designated with the notation "(PRE)" on the [Major, Minor and Certificate Codes](#).

Students declaring an undergraduate major or certificate 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 via student email (preferred) to add or change a major/minor/certificate.

Program updates within the College of Business (COB) should be sent to COB Advisement Center, Glass 106. Photocopy prior to submission if you wish to retain a copy for your departmental records.

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 (M-Number)	Major/UGCT Code (e.g. ACCT-BS)	Catalog Semester and Year of Major (e.g. Fall 2020)	Advisor Name and BearPass (Optional - If blank, advisor will remain as is.)	Additional Information (Optional - i.e. drop a previous major/minor, add a new minor, etc...)

Department Name

Department Head Name (Print)

Department Head Signature and Stamp

Date

Office use only: _____

Date: _____