

[Procedure for Changing a Student's Major](#)

Please send the following information to New Student Programs (NSP): student's name, person number, and new major via email to ub-newstudent@buffalo.edu. New Student Programs will then forward the data form and transcript (freshman) to the appropriate advising unit. NSP will also notify the Office of Admissions of the change so that it could be noted in the UB student and admissions systems correctly.

The orientation data form should stay in the same unit under the following scenarios.

1. For Students Changing from Any CAS Major to Any CAS Major:

Assignment to new advisor (if necessary) will take place in the College of Arts and Sciences.

2. For Students Changing Majors in Special Advising Units (ACE, EOP, Athlete, and Honors):

Continue to work with the appropriate department for schedule.

Students Withdrawing from UB

If a student notifies you they are withdrawing from the University, please use the pre-registration system to drop their courses and click the button for withdrawing from UB. This will send an automatic email message to the Office of Admissions. Finally, send an email to the student confirming the dropping of their courses with the link to the "Not Enrolling at UB" form for them to complete and mail to the Office of Admissions.