

Students should declare a major as soon as possible so an advisor can be assigned to help expedite their progress toward their degree and assist them in preparing for a career. When changing majors, it is possible that additional hours of course work, beyond those required for completion of the original program, may be required.

Once submitted via Owl Express, the major declaration routes to the appropriate academic department responsible for that major. After the academic department has approved the declaration/change, the major will appear on the Academic Transcript and DegreeWorks in Owl Express. Students are notified via their KSU email if the request has been denied.

**Incoming and re-admitted students can only declare and make changes to their major, minor, and concentration once the term has begun.*

First Steps:

For almost all major and minor changes, you'll need to complete the following basic steps:

- Navigate to the Kennesaw State homepage at www.kennesaw.edu, click the "Current Students" bubble, and then click "Owl Express" under the "Academic Resources" section.
- Log in to OwlExpress with your NetID and password. If you can't remember your password, call UITs at 470-578-3555 or email them at studenthelpdesk@kennesaw.edu.
- Click on the "Student Records" tab.
- Click on the "Declare or Change Major/Minor" link.

Declaring & Changing Majors, Double Major, or Double Degree

How to Declare or Change your Major:

- See "First Steps" above to navigate to the "Declare or Change Major/Minor" link.
- Your current major will appear.
- On the drop-down menu, select "Change Your Primary Major" and click submit.
- Select whether or not you will be changing to an online major and click submit.
- Select your desired major from the drop-down menu and click submit.

How to Declare a Double Major or Double Degree:

- See "First Steps" above to navigate to the "Declare or Change Major/Minor" link.
- Select "Add/Change Second Major" or "Select Add/Change Second Degree" as applicable.
- A second major is a different discipline with the **same** degree (e.g., a Bachelor of Arts (**B.A.**) in English and a Bachelor of Arts (**B.A.**) in Geography).
- A second degree is a different discipline with a **different** degree (e.g., a Bachelor of Arts (**B.A.**) in English and a Bachelor of Science (**B.S.**) in Psychology).
- Select your desired major from the drop-down menu and click submit.

Declaring a Concentration

Students declare their concentration through their major department. To declare a concentration students must submit a concentration request & await approval from the department. Not all majors have concentrations. Refer to your academic program directly for confirmation and/or options.

Declaring or Changing Minors

A minor is typically 15 credit hours or five classes in a specific subject. These courses are usually taken junior and senior year. Contact the department to meet with an advisor to discuss the required courses for each minor.

- Once submitted via Owl Express, the minor declaration routes to the appropriate academic department responsible for that minor. After the academic department has approved the declaration/change, the minor will appear on the Academic Transcript in Owl Express.
- When changing minors, it is possible that additional hours of course work, beyond those required for completion of the original program, may be required.
- Students should declare a minor early in degree progression so they have the opportunity to discuss with an advisor how a minor affects the degree and its advantages toward career options.
- Students are notified via their KSU email when the request has been denied.

How to Declare or Change a Minor:

- See “First Steps” above to navigate to the “Declare or Change Major/Minor” link.
- From the dropdown menu, select “Add/Change/Remove Minor.”
- Select your desired minor from the dropdown menu and click “Submit.”

How to Declare a Second Minor:

OwlExpress tends to have technical difficulty when students declare a second minor online. To declare your second minor, send an email to the Registrar’s Office at registrar@kennesaw.edu with your name, KSU ID number, and the second minor you would like to add, and they will be able to declare it for you.

How to Remove a Minor:

- See “First Steps” above to navigate to the “Declare or Change Major/Minor” link.
- From the dropdown menu, select “Add/Change/Remove Minor.”
- Select “Not Applicable” from the dropdown menu and click “Submit.”

NOTE: Students desiring to change from a major to undeclared status should contact the Office for New, Exploratory, and Students in Transition (NEST). The NEST is the primary advising resource for students who have not yet chosen a major, as well as those who are considering a change of major. The NEST is also a secondary advising resource for those students who have a declared major but need assistance with general education requirements or university policies.

Please allow 5-10 business days for processing for all major and minor changes. You can check the status of your request in your OwlExpress account using the “Declare or Change Major/Minor link.”

Questions?

You can reach the Registrar’s Office at registrar@kennesaw.edu or at 770-423-6200. You can also contact your advisor with questions if you are not sure which major or minor you’d like to pursue.