

new major/minor?

**step
1**

Obtain **forms** from WLL website here:

- 1) Major or Minor form for chosen language
- 2) Addition/Change of Major or Minor form
(one of two versions)

over 90 units (90>)

If this is you, **you'll also need:**

- Copy of unofficial transcript from mySJSU
- Major/Minor forms for current major/ minor **and** requested major/minor
- Personal Statement (paragraph re: how the change or addition of major/minor will affect your graduation date)

under 90 units (<90)

If this is you, **you'll also need:**

- Copy of your unofficial transcript from mySJSU



***Prepare the above forms to be emailed to your advisor**

**step
2**

Email your advisor to set up a virtual appointment to complete forms. They will answer questions and provide signatures.

 **Who's my advisor?** Visit <https://tinyurl.com/WLLadvisors>

**step
3**

Your **advisor will send forms to WLL staff** for processing and a signature from the Department Chair. You will receive completed forms via **DocuSign**.

- Completed forms that are **less than 90 units** will be sent directly to the Registrar's office via DocuSign.
- Completed forms that are **more than 90 units** will be sent to H&A Student Success Center for processing, then sent to the Registrar's office via DocuSign (you will receive a copy via DocuSign).

WLL staff will send your finished forms to the Registrar's office via DocuSign.

If you have questions about the status of your forms upon submission, contact your Graduation Evaluator:

- **Linda Ho (Student Last Names A-L)**
Call (408) 924-2647 or email linda.ho@sjsu.edu
- **Jiale He (Student Last Names M-Z)**
Call (408) 924-6975 or email jiale.he@sjsu.edu



you are done!