

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



Form revised 8/3/2021

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 code sheets](#).

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 email from Bearmail account preferred) to add or change a major/minor.

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 (also known as M-Number)	Major/Certificate Code (e.g. ACCT-BS)	Catalog Semester and Year of Major (e.g. Fall 2020)	Advisor Name and BearPass Number (only necessary if advisor is changing. If left blank, advisor will remain as is.)	Additional processing information you wish to share (i.e. instruction to drop a previous major/minor, add a new minor, etc)

Department Name

Signature and Stamp of Department Head

Date

Return completed form to the Office of the Registrar, Carrington 320, for processing unless the undergraduate major or certificate is in the College of Business (COB) in which case the form should be sent to the COB Advisement Center, Glass 106. Please photocopy prior to submission if you wish to retain a copy for your departmental records.