Office of the Registrar

UNDERGRADUATE DECLARATION/CHANGE OF PROGRAM

Please submit your completed change of program form in person, by fax, or by mail to:

Office of the Registrar, Chicago:
425 S. Wabash Ave., 1M14 Chicago, IL 60605
Phone: (312) 341-3535, Fax: (312) 341-3660
Email: registrar@roosevelt.edu

Office of the Registrar, Schaumburg:
1400 N. Roosevelt Blvd., Schaumburg, IL 60173, Rm. 125
Phone: (847) 619-7950 Fax: (847) 619-7922
Email: registrar@roosevelt.edu

IMPORTANT NOTE: Changes are effective as follows: Fall – Change Requested Prior to August 1; Spring – Change Requested Prior to January 1; Summer – Change Requested Prior to May 1. All requests submitted after these dates will be effective the following term. Please be aware that program changes may impact financial aid and/or your graduation requirements.

(PRINT AND COMPLETE ALL INFORMATION)

Date: ____________________ TERM REQUESTED: ____________________ Year: ___________

NAME: ____________________ ____________________ STUDENT ID: ____________________

Last First

PHONE: (______) ____________________ EMAIL: ____________________

Are you registered for this term? ☐ Yes ☐ No Have you applied for graduation for this term? ☐ Yes ☐ No

My Home Campus is: ☐ Chicago ☐ Schaumburg

New Program as listed in Degree Works (required)

Major(s) ________________________________________________________________

Minor(s) ______________________________________________________________

Concentration(s) _________________________________________________________

College _________________________________________________________________

Degree _________________________________________________________________

Note: General requirements vary greatly among the Colleges. Consult the catalog or see your Academic Advisor.

__________________________________________________________

Student’s signature Date

Advisor’s name (Print) ____________________ Advisor’s signature ____________________ Campus phone ____________________ Date

Catalog Year (Completed by Advisor) ____________________ Will the academic advisor change? ☐ Yes ☐ No

Received by Registrar’s Office ____________________ Date

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Degree Options Available at RU:

BA Bachelor of Arts  
BACJ Bachelor of Arts in Criminal Justice  
BAE Bachelor of Arts in Education  
BFA Bachelor of Fine Arts  
BM Bachelor of Music  
BMA Bachelor of Musical Arts  
BPS Bachelor of Professional Studies  
BS Bachelor of Science  
BB Bachelor of Science in Business Admin  
BSHTM Bachelor of Science in Hospitality & Tourism Management  
BAOC Bachelor of Arts in Organizational Communication  
BAOL Bachelor of Arts in Organizational Leadership  
BAIS Bachelor of Arts in Interdisciplinary Studies  
BAPL Bachelor of Arts in Paralegal Studies  
BASS Bachelor of Arts in Sustainability Studies  
BACJ Bachelor of Arts in Criminal Justice  
BAPL Bachelor of Arts in Paralegal Studies  
BASMI Bachelor of Arts in Strategic Management and Innovation

**Concentration Options Available at RU:**

BA/BS Math: Statistics  
English: Creative Writing  
Hospitality Management: Hotel/Lodging Management, Restaurant/Foodservice Management, Meeting/Event Management, Tourism Administration, or Sports Hospitality  
Integrated Communications: Advertising, Advertising Creative, or Public Relations  
Psychology: Child and Family Studies, Neuroscience, Mental Health, or Forensic Psychology  
Social Justice Studies: Housing, Neighborhoods and Community, or Movements for Social Change