



NESTOP
Find your answers.

HOW TO Change or Update Your Major

- 1) Go to <https://hennepintech.edu>, scroll to the bottom of the page and click on **Student Forms**.

The screenshot shows the footer of the Hennepin Technical College website. It is divided into three main sections: RESOURCES, SERVICES, and CONTACT. In the RESOURCES section, 'Student Forms' is highlighted with a red circle. Below it is a 'TRANSLATE' section with a 'Select Language' dropdown menu. The SERVICES section lists various campus resources. The CONTACT section provides the college's address, phone number, and location information.

RESOURCES	SERVICES	CONTACT
D2L Brightspace	Campus Store	Brooklyn Park Ca
Employee Directory	Computer Lab	9000 Brooklyn Bc
eServices & Schedule	K-12 Programs	Brooklyn Park, M
Student Forms	Library	Eden Prairie Carr
	OneStop	13100 College Vi
		Eden Prairie, MN
		Phone: 952-995-
		Location & Hour

- 2) Under **Registration Forms** (second column), choose **Change of Major (eForm)**.

The screenshot shows the 'Student Forms' page. It is organized into columns. The 'Registration Forms' column is highlighted with a red circle, and 'Change of Major (eForm)' is highlighted within it. Other columns include Admissions Forms, Appeal Forms, Financial Aid Forms, Graduation Forms, and Payment Forms. The 'Other Forms' column is also visible at the bottom.

Admissions Forms	Registration Forms
<ul style="list-style-type: none">Application for Admission-Online (preferred)Application for Admission (PDF)Application Fee Waiver Request - *(Form Uploader)	<ul style="list-style-type: none">Add/Drop/Withdraw Course - *(Form Uploader)Change of Major (eForm)Consent to Release Information - *(Form Uploader)Course Substitution Request - *(Form Uploader)eTranscript Retrieval (MN State transcripts) - *(Form Uploader)Enrollment Verification & Student Info Request - *(Form Uploader)Immunization Verification (eForm)Preferred Name Request (eForm)Registration Form - *(Form Uploader)Request to Withhold Directory Information - *(Form Uploader)Specialized Lab Agreement - *(Form Uploader)Student Information Change - *(Form Uploader)Student Complete Withdrawal - *(Form Uploader)Test Score Request - *(Form Uploader)Transcript Request (HTC)VA Enrollment Certification/Deferment Request (eForm)

Other Forms

- Concern/Complaint/Grievance (eForm)
- Concern/Complaint/Grievance (Anonymous)
- Discrimination/Harassment Complaint Form
- MetroConnect Student Interest Form - *(Form Uploader)

- 3) Login with **StarID and StarID password** (wx1234yz – sample format).



The screenshot shows the 'Change of Major' form. At the top, it says 'Submitting a Change of Major request does not guarantee acceptance to the new program.' Below this is a 'StarID Authentication' section. It contains instructions: 'To view and complete this form, you must be a current HTC student and log in with your StarID credentials.' and 'If you need help with your StarID, please contact HTC's Student Computer Lab or the Minnesota State IT Service Desk.' There are two input fields: 'StarID:' and 'StarID Password:', both with asterisks indicating required fields. A 'Verify Credentials' button is at the bottom.

- 4) Fill out the **Student Information** section of document, confirming the **campus** (BP or EP).



Change of Major

Submitting a Change of Major request does not guarantee acceptance to the new program.

A * indicates required information

Student Information

Student Last Name: * **	Student First Name: * **	Middle Name: **
Tech ID: * **	StarID: * **	Email: * **
* Campus (choose one) <input type="radio"/> Brooklyn Park <input type="radio"/> Eden Prairie		

****Information fills in automatically
*indicates required field**

- 5) After you choose the campus, you will see a drop-down menu for your **Program choice** and then the **Program Award** (Degree, Diploma, or Certificate) you are to complete.

* Campus (choose one)
☒ Brooklyn Park ☐ Eden Prairie

Program (choose one)
Accounting-BP

Major/Award type (choose one)
Choose a Major and Award Type

[Click Here](#) for contact information if you have questions about changing your major

* Are you a veteran utilizing education benefits at HTC?
☐ Yes ☐ No

- 6) Remember to answer the veteran's benefits question at the end of the document.
- 7) Finally, you must electronically sign the Change of Major (eForm) by entering your **StarID password** **and** **checking the box agreeing to all electronic signature terms and conditions**.

Electronic Signature

By clicking on the box below, you consent to use electronic communications, electronic records, and electronic signatures rather than paper documents for this form.

In order to sign this form you must complete the following two steps:

Provide your StarID password:

*

☐ By checking this box, I agree to all electronic signature terms and conditions:

- 8) Click on **Submit Form**



- 9) The Change of Major (eForm) is typically processed within 1-2 business days by the Registrar's Office. Any questions concerning the status of your major change/update, may be referred to Debbi Eull, Assistant Registrar, by email: debbi.eull@hennepintech.edu or you can email the OneStop center for assistance at onestop@hennepintech.edu.