



New Student Orientation

All newly admitted undergraduate students should attend the new student orientation program provided by the Office of Advising and Orientation. One-day and overnight programs are conducted each summer for new students who plan to enter in the fall, and two Advising Day orientations in November and January are held for students entering in the spring semester. These sessions include academic advising; information on degree requirements, General Education requirements, transfer evaluation procedures, university policies and procedures, registration procedures; and an overview of student and instruction-related services.

Academic Petitions

Students should file academic petitions in the Office of Advising and Orientation. For further information, see *Student Academic Petitions*. Grade Correction Request forms are also submitted to this office for processing.

Note: Petition forms for repeating a class and substituting the new grade are obtained in the Registrar's Office (see Repeating Courses).

Change of Major

If you want to change your major, initiate the procedure in the Office of Advising and Orientation. Graduate (including all postbaccalaureate students) and international students should process major changes in their respective offices.

Special Major

An undergraduate student interested in designing a special major (i.e., a major composed of courses from several departments) initiates the process with an appointment to obtain an application form in the Office of Advising and Orientation. A graduate student interested in establishing a special major at the master's level should consult the Graduate Dean. (See *Special Major for the Bachelor of Arts Degree*, and *Special Graduate Programs—Special Major*)

Exit Interview

If you are considering leaving the university at the end of the semester for any reason other than graduation, check with the Office of Advising and Orientation to make sure of your options and to complete the necessary administrative procedures.