



Change of Major

Policy Reference: **AC.1.1.1**

AA211, Heritage Hall
 1301 - 16 Avenue NW
 Calgary, AB T2M 0L4
 Phone: 403.284.7248
 Toll-free: 1.877.284.7248
 Fax: 403.284.7112
 Email: records@sait.ca

Please complete sections A to D.

A) Personal Information

		Student ID Number	
Last Name		First Name	Middle Name
Address		City	Province
Preferred Number	Home Cellular Business	Alternate Number	Home Cellular Business
Email Address		Student Signature	Postal Code
		Date	

B) Current Program and Major

Program	Major
Academic Chair/Coordinator Signature	Date

C) Requested New Major

Term	Major
Fall (Sept - Dec) Winter (Jan-Apr) Spring (May-June) Summer (July-Aug)	
Block Registration - Block Code: _____	
Subject Registration - Separate Add/Drop form required for course(s) registration	
Assign Time Ticket	
Academic Chair/Coordinator Signature	Date

Change of Major - A student who wishes to change from one program major to another (if space is available) must:

1. Obtain the approval (signature) of both Academic Chairs/Coordinators involved in the transfer,
2. Submit the Change of Major form to Office of the Registrar, and
3. Pay the Change of Major fee and any difference in tuition fees arising from the transfer

D) Fee & Payment

It can take up to four business days to process requests received by email or fax, at which time the fee will be added to your mySAIT.ca account. Once the fee has been added to your account, you will have two business days to make your payment through mySAIT.ca. Failure to pay will result in the request being cancelled. Acceptable forms of payment are Visa, MC, Debit, Cheque, Money Order or Cash. **Do not include your credit card information in the email or fax.**

FOIP Statement

The personal information you provide on this form is collected under the authority of the Freedom of Information and Protection of Privacy Act of the Province of Alberta, Section 33(c). This information will be used to process your change of major request. If you have any questions about the collection or use of this information, contact the Office of the Registrar's FOIP coordinator at 403.284.8069.

Records updated by	Date
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