



Office of the Registrar

Change of Major

Policy Reference: [AC.1.5.1](#)

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

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

B) Current Program and Major

Program	Major
Academic Chair/Coordinator Signature	Date

C) Requested New Major

Effective Term Fall (Sept - Dec) Winter (Jan-Apr) Spring (May-June) Summer (July-Aug)	Major
Subject Registration - Separate Add/Drop form required for course(s) registration	
Academic Chair/Coordinator Signature - if different than current major	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 the Academic Chair/Coordinator involved in the transfer - a second signature is only required if both majors have different Academic Chair,
2. Submit the Change of Major form to Office of the Registrar, records@sait.ca

D) Fee & Payment

There is no fee for the Change of Major
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POPA Notification

The personal information collected through the Office of the Registrar and is for used to process your change of major. This collection is authorized by section 4(c) of the Protection of Privacy Act (POPA). For questions about the collection of personal information, contact Privacy at access.privacy@sait.ca or by phone: 403.389.2707.