Declaring or Changing a Major and/or Minor

First Steps:
For almost all major and minor changes, you’ll need to complete the following basic steps:
• Navigate to the Kennesaw State homepage at www.kennesaw.edu, click the “Current Students” bubble, and then click “Owl Express” under the “Academic Resources” section.
• Log in to OwlExpress with your NetID and password. If you can’t remember your password, call UITS at 470-578-3555 or email them at studenthelpdesk@kennesaw.edu.
• Click on the “Student Records” tab.
• Click on the “Declare or Change Major/Minor” link.

How to Declare or Change your Major:
• See “First Steps” above to navigate to the “Declare or Change Major/Minor” link.
• Your current major will appear.
• On the drop-down menu, select “Change Your Primary Major” and click submit.
• Select whether or not you will be changing to an online major and click submit.
• Select your desired major from the drop-down menu and click submit.

How to Declare a Double Major or Double Degree:
• See “First Steps” above to navigate to the “Declare or Change Major/Minor” link.
• Select “Add/Change Second Major” or “Select Add/Change Second Degree” as applicable.
  o A second major is a different discipline with the same degree (e.g., a Bachelor of Arts (B.A.) in English and a Bachelor of Arts (B.A.) in Geography).
  o A second degree is a different discipline with a different degree (e.g., a Bachelor of Arts (B.A.) in English and a Bachelor of Science (B.S.) in Psychology).
• Select your desired major from the drop-down menu and click submit.

How to Declare or Change a Minor:
• See “First Steps” above to navigate to the “Declare or Change Major/Minor” link.
• From the dropdown menu, select “Add/Change/Remove Minor.”
• Select your desired minor from the dropdown menu and click “Submit.”

How to Remove a Minor:
• See “First Steps” above to navigate to the “Declare or Change Major/Minor” link.
• From the dropdown menu, select “Add/Change/Remove Minor.”
• Select “Not Applicable” from the dropdown menu and click “Submit.”

How to Declare a Second Minor:
OwlExpress tends to have technical difficulty when students declare a second minor online. To declare your second minor, send an email to the Registrar’s Office at registrar@kennesaw.edu with your name, KSU ID number, and the second minor you would like to add, and they will be able to declare it for you.

Please allow 5-10 business days for processing for all major and minor changes. You can check the status of your request in your OwlExpress account using the “Declare or Change Major/Minor link.”

Questions?
You can reach the Registrar’s Office at registrar@kennesaw.edu or at 770-423-6200. You can also contact your advisor with questions if you are not sure which major or minor you’d like to pursue.