

This form is important! The link at the bottom of this page will open the major/minor/certificate credit approval form. If you do not complete this process correctly (or don't complete it at all), your graduation might be delayed!

## 1. Start form

Enter your name & CU email, then your Academic Advisor's name & email.

- Don't know this information? [Find your advisor](#).
- Taking courses for more than one major? Complete two separate forms (and send each form to the relevant Academic Advisor).

## 2. Be ready

In a separate document, gather information about any courses that could potentially apply to your major/minor.

- If you need to submit courses that have not yet been reviewed, you should save information about your courses (titles, descriptions, etc.) in a Word document first.

\*You can't save your changes and start again later, so make sure you are ready!

## 3. Fill it out right

The form has two distinct sections: one for courses already on the major/minor [pre-approvals list](#) and one for courses that need to be reviewed by your department. List your courses in the right sections and do not include [A&S core courses](#) on this form.

- If you submit the form to your Advisor and then realize it wasn't complete/correct, you will need to start over. Take some time to complete the form correctly the first time.

## 4. Know what's next

Once you complete the form it will be routed to your Academic Advisor for any next steps. Once the form is finalized with decisions entered (if needed), it will be routed back to Study Abroad, checked off your list and uploaded for you to view.

- Depending on your course needs, this process can take **4-6 weeks**.

**Click here to start [the major/minor course pre-approvals form](#)**