



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
Email Address	Postal Code		
Student Signature			

B) Current Program and Major

Program	Major
Academic Chair/Coordinator Signature	Date

C) Requested New Major

Effective Term	Major
Fall (Sept - Dec) Winter (Jan-Apr) Spring (May-June) Summer (July-Aug)	
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, and
3. Pay the Change of Major fee

D) Fee & Payment

Fee: \$50 The fee will be added to your mySAIT.ca account when your request is processed. Once the fee has been added to your account, you will have two business days to make your payment through mySAIT.ca or one of our other approved online payment methods . Failure to pay will result in the request being cancelled. (https://www.sait.ca/tuition-and-financialaid/payment-options). We are unable to accept payments in person, over the phone or by email. Do not include your credit card information in the email you will send to the Office of the Registrar.

FOIP Notification

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 FOIP coordinator at foip.coordinator@sait.ca.