

How To Add The Undergraduate Certificate in Gerontology To Your Degree Through the Registrar Office

1. Pick up the **Change of Program Request for Undergraduates***. This form can be found in the Pruett Gerontology Center or within the Registrar Office.
2. Fill out all contact information.
3. Under **New Program Request**: List your present major in the major section, and list any other minors that you are obtaining as well.
4. Where it states Second Major:
Write in- Undergraduate Certificate in Gerontology
5. **Have your current Academic Advisor sign for approval.**
6. **Have Dr. Charlie Pruett**, Director of the Gerontology Program **sign for approval.**
7. After having both your academic advisor and Dr. Charlie Pruett's signatures please take it to the Registrar Office located in the Administration Building on the second floor and give it to **June Black** to have it processed.

"Some people, no matter how old they get, never lose their beauty - they merely move it from their faces into their hearts."

- Martin Buxbaum

*Note: You are not changing programs, but are adding the Gerontology Certificate program. The "Change of Program Request" form is the form required by the Registrar's Office. They have no other form to use for this process.