


## Online Change of Catalog Year Form Instructions

**Purpose** If your major requirements have been changed and you wish to follow the new requirements, you should complete this form. Understand that once your catalog year has been changed, you are expected to satisfy all new requirements under the new Catalog Year.

You must consult with an Academic Advisor before committing to this change. Once this form is processed, you will be able to view your new requirements in DegreeWorks.

**Procedure**

Step	Action
1	Sign into BMCC Portal ( <a href="https://mybmcc.bmcc.cuny.edu/my.policy">https://mybmcc.bmcc.cuny.edu/my.policy</a> ) with your BMCC User ID and Password  <b>Note:</b> Username and password are the same as your BMCC email account/BMCC PC log in.
2	Go to “Online Forms” on the right side
3	Click on 
4	Then Click on “Change of Catalog Year”
5	Enter required information and click “Save and Submit” button.