

**DECLARATION OF MAJOR
COLLEGES OF ARTS AND SCIENCES
FOR CURRENTLY ENROLLED AND CLASSIFIED STUDENTS ONLY**

1. Complete the following:

Gender: Female Male

Student I.D. No.	Last Name	First	Middle	Home Phone No.
Local Address		Zip code	Cell #	UH e-mail

I am currently registered in:

College (Org Structure)	Degree (Ed Obj)	<input type="checkbox"/> _____
		<input type="checkbox"/> _____ <i>(if applicable)</i>
		Major (Curriculum/Program)

I wish to: **declare** **change to** **add** ** **drop** _____

See additional 2nd major information below

Major

If approved, I will be in:

ARTS & SCIENCES College (Org Structure)	Degree (Ed Obj)	(1) _____
		(2) _____ <i>(if applicable)</i>
		Major (Curriculum/Program)

Note:

List non UH Manoa colleges attended with dates*: _____

- *2. If transcripts of all other colleges are not available on the UHM computer system, you must have them sent to A&S Student Academic Services.
- 3. Please consult your departmental advisor on major requirements, have him/her complete the department section (reverse side); return this form to A&S Student Academic Services.
- 4. If you wish to be considered for admission into the requested program in time for the registration period for continuing students, this form and all required documents must be submitted by **April 1** for Fall and by **Nov. 1** for Spring semester.
- 5. Changes of major and or major concentration within Arts & Sciences will be effective immediately upon approval. Transfers into Arts & Sciences from another college or school, approved by the third week of classes, will be effective for that semester. Later requests will be for the following semester. (Note: These deadlines are effective unless otherwise specified by the Major Department).

Date: _____ Your signature: _____

ADDITIONAL INFORMATION

If you are **ADDING A SECOND MAJOR IN ARTS & SCIENCES**, you need to attach the following to this "Declaration of Major" Form:

- 1. **A typewritten statement that has been signed and dated.** The statement should address the following questions: why do you want to add the second major; what educational benefits do you expect to gain from this addition to your program; how do you think this addition will enhance your career objectives? This statement must be **typed, double-spaced, and concise** (no longer than one page).
- 2. Evidence of academic planning. **You must attend a JUMP or GRAD session to develop an academic plan** to determine the sequence of courses you need to complete for graduation. Or if you have already attended a session, then **attach an academic plan worksheet** to show how you will be completing your course work for graduation.

Student's Name: _____ I.D. No.: _____

TO DEPARTMENT: Please advise this student regarding your curriculum requirements, complete this form, and have the student return this form to A&S Student Academic Services.

The student named above has been advised about requirements for a _____ Degree

In _____ Major _____ Major Concentration (if any) and is subject to major requirements

in effect _____ Sem / Year. The student _____ is / is not recommended for admission into the program.

Remarks: _____

Department: _____ Signed: _____ Chairperson/ Advisor _____ Date _____

DO NOT WRITE BELOW THIS LINE

ENTERING COLLEGE

Rec/Trans. received on _____
Col/Curr Transfer _____ Approved
Effective _____ Not Approved
Remarks _____

EXITING COLLEGE

Rec/Trans. forwarded on _____
Remarks _____
Date _____

Signed _____
Dean, Student Academic Services

Signed _____
Dean, Student Academic Services

BANNER DATA (38) _____ Ed Level
(25) _____ Ed Obj

(90) _____ Org Struc/College
(91) _____ Curriculum/Program