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

1. **Complete** the following:
   
   Gender: [ ] Female [ ] Male

<table>
<thead>
<tr>
<th>Student I.D. No.</th>
<th>Last Name</th>
<th>First</th>
<th>Middle</th>
<th>Home Phone No.</th>
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<thead>
<tr>
<th>Local Address</th>
<th>Zip code</th>
<th>Cell #</th>
<th>UH e-mail</th>
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</tbody>
</table>

   I am currently registered in:

   - College (Org Structure): ____________
   - Degree (Ed Obj): ____________
   - Major (Curriculum/Program): _Major (if applicable)_

   *I wish to: [ ] declare  [ ] change to  [ ] add **  [ ] drop ____________________________
   
   **See additional 2nd major information below**

   If approved, I will be in:

   - ARTS & SCIENCES: ____________
   - College (Org Structure): ____________
   - Degree (Ed Obj): ____________
   - Major (Curriculum/Program): _Major (if applicable)_

**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: ____________________________________________

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### 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 __________. The student is / is not recommended for admission into the program.

Remarks:______________________________________________________________________________________

______________________________________________________________________________________________

Department: ________________ Signed: ________________ Chairperson/Advisor ________________ Date ________________

DO NOT WRITE BELOW THIS LINE

<table>
<thead>
<tr>
<th>ENTERING COLLEGE</th>
<th>EXITING COLLEGE</th>
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<tbody>
<tr>
<td>Rec/Trans. received on __________</td>
<td>Rec/Trans. forwarded on __________</td>
</tr>
<tr>
<td>Col/Curr Transfer __________ Approved</td>
<td>Remarks __________</td>
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<td>Effective __________ Not Approved</td>
<td>__________ Date __________</td>
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<tr>
<td>Remarks __________</td>
<td>Remarks __________</td>
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</tbody>
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Signed ________________ Dean, Student Academic Services

Signed ________________ Dean, Student Academic Services

BANNER DATA (38) _________ Ed Level (90) _________ Org Struc/College
(25) _________ Ed Obj (91) _________ Curriculum/Program