

Undergraduate Declaration and Change of Major Form
Student's Name
Student ID#
Date

 Please indicate if this is a: **Declaration of Major**
 Change of Major

 Please indicate catalog year: **2013-2014**
 Other: _____

Bachelor of Arts Degree:

- American Cultural Studies, Concentration (choose one):
 _____ Literature & the Arts
 _____ Language and Linguistics
 _____ History, Language & Culture
- Applied Computer Science
- Business Administration: Concentration (choose one):
 _____ Finance
 _____ Administration-Entrepreneurship
 _____ Human Resources Management
 _____ Marketing
 _____ Health Care Administration
 _____ Information Technology
- Criminal Justice
- Early Childhood Studies
- English: Minor Required: _____
- English/Language Arts (5-12 Credential)
- Environmental Studies
 _____ Natural Science
 _____ Forestry
 _____ Business Administration
- Interdisciplinary Contract/Studies
 Primary Concentration: _____
 Secondary Concentration: _____
- Mathematics (5-12 Credential)
- Mathematics
- Native American Studies
- Psychology
- Science (5-12 Credential) Concentration (choose one):
 _____ Biology
 _____ Chemistry
- Visual Arts (K-12 Credential)
- Visual Art

Bachelor of Social Work Degree:

- Social Work

 Undeclared/Undecided
Bachelor of Science Degree:

- Accounting
- Biological Science
- Biomedical Science
- Clinical Lab Science
- Computer Science
- Combined Science Specialization (choose two):
 _____ Astronomy
 _____ Biology
 _____ Chemistry
 _____ Environmental Sciences
 _____ Mathematics
 _____ Nuclear Tech
 _____ Sustainable Energy Tech
- Environmental Sciences Specialization (choose one):
 _____ Chemistry
 _____ Natural Resources
- Pre Clinical Lab Science

Nursing Degree Programs:

- Pre-Nursing
- Practical Nurse Certificate
- Associate Degree in Nursing: ADN

Undergraduate Certificate:

- Business Leadership/Entre
- Clinical Lab Science
- Database Design & Management
- Homeland Security
- Natural Resources
- Networking
- PC Maintenance & Troubleshooting
- Residency Teaching
- Web Programming & Design

Bachelor of Arts in Education:

- Elementary Education (K-8)
- Elementary Education (K-8) HU105
- Middle Level Education (4-9) Concentrations (choose any):
 _____ Bilingual Education
 _____ Early Childhood Education
 _____ English as a Sec. Language
 _____ Middle Level Humanities
 _____ Middle Level Math
 _____ Middle Level Science
 _____ Special Education

Associate of Arts Degree:

- American Indian Studies
- Applied Computer Science
- Business
- Content Concentration
- Interdisciplinary Studies Concentration (choose one):
 _____ Computer Science
 _____ Humanities
 _____ Mathematics
 _____ Natural Resources
 _____ Science
- Social Science
- Visual Arts

Minor (If Applicable):

- Chemistry
- English
- Fine Art
- Psychology
- Spanish-Speakers
- Spanish-Non-Speakers
- Visual Arts

Students: Please be sure you have copies of your unofficial transcripts when meeting with your faculty or academic advisor.

(1.) Academic/Former Advisor Signature

Date

Assigned Advisor Name (Please Print)

(4.) Department Chair Signature

Date

(2.) Student's Signature

Date

(3.) Faculty Advisor Name

Date

(5.) Registrar's Signature

Date

INTERNAL USE ONLY: *Student academic files will be transferred once all appropriate signatures have been collected and data updated in EX. The Office of Student Affairs Academic Advising will transfer student files to the appropriate Faculty Advisor/Department.

Declaration and Change of Major Form – Instructions

Declaring or changing your major:

All new, transferring, and readmit students, you will be referred to the **Office of Student Affairs** to complete the Official Declaration of Major form. You can declare your Major at the end of your second semester of your first-year of college, or at the end of your freshman year.

- Undergraduate Students: You must complete Communication (COMM 105) prior to completing a Declaration of Major form
- Transfer Students: You can complete your Declaration of Major form after you have been officially admitted to the University
- Graduate Students: You will work with the Graduate School to complete the admissions process and a Graduate Studies Declaration of Major form
- Readmit Students: If you have attended Heritage University before, and have already submitted a Declaration of Major form, you will need to complete a new form to ensure you are assigned to a new Faculty Advisor

Advisors (Academic) will meet with you to discuss your degree options, run degree evaluations, and to explore academic goals in a specific major. Your Academic Advisor may also suggest you complete additional self assessments to explore career interests and fields of study that might work well for you.

Advisor (Faculty) will meet with you to review course requirements and talk about the various degree programs available. In addition, the faculty advisor will sign your form, and assist you with getting a signature from the Department Chair.

Getting Started:

1. Have copies of your transcripts available at your meeting with your advisor, unofficial copies are fine and can be downloaded from My Heritage.
2. Download the Declaration of Major Form or complete it online.
3. Call the Advising Center to schedule your appointment for a Degree Audit of your general education requirements.
4. Call your Major Department to make an appointment with a Faculty Advisor after or on the same day as you meet with an Academic Advisor. Appointments should take about 30-45 minutes.
5. Present your transcript and Degree Audit form to your Faculty Advisor; review the requirements of the major and present the Declaration of Major form for signature.
6. Return the signed Declaration of Major form to the Registrar's Office.
7. If you are a double major, you must submit two forms, one from each department.

I have reviewed the degree requirements for my intended major and have discussed the course requirements with my Faculty Advisor. I understand I am responsible for making sure all my degree requirements have been met for graduation. Furthermore, I understand that if coursework I have taken are to apply towards my major must be approved by my faculty advisor, the chair and the registrar. If course work is not approved after matriculation, they are elective credits or are not labeled as a course(s) that can meet the requirements of this major, as outlined in the catalog.

Student Signature

Date