

The College of William and Mary Office of the University Registrar Blow Memorial Hall Room 124 PO Box 8795 Williamsburg, VA 23187-8795 757-221-2800 • Fax 757-221-2151 registrar@wm.edu

# INSTRUCTIONS FOR DECLARATION/CHANGE OF MAJOR

#### To Declare a Major, you:

- MUST wait until you have EARNED at least 39 credits (including transfer, AP, IB)
- MUST declare when you EARNED 54 credits
  - Students who matriculated with AP, IB, or dual enrollment credits, however, may wait until they have earned 39 credits since high school graduation.
  - Transfer students entering with 54 or more credits may delay major declaration until the end of their first semester at the College.
- MUST sign and your advisor MUST sign the form the form will not be accepted without these signatures
- There is a five business day processing time for declaration of major forms.

Declared Major(s) may be changed at any time, but prior to the last day of add/drop in their final semester by submitting a new Declaration/Change of Major form to the Office of the University Registrar.

#### SINGLE VS. DOUBLE MAJORS

#### College of Arts & Sciences and School of Business

You <u>must</u> declare <u>a</u> Major – you may also declare two majors; or one major and a minor.

#### School of Education

Elementary Education - you <u>must</u> declare two majors - Primary Major in Arts & Sciences <u>and</u> Secondary Major in Elementary Education.

Secondary Education – this is a licensure program, not a major. You must declare an Arts & Sciences Major in the subject area you wish to teach (English, Government, History, Math, a Science, Hispanic Studies, French, German or Latin).

#### MAJOR LIST

See our website at www.wm.edu/registrar/ or the current Undergraduate Course Catalog.

#### INSTRUCTIONS

- 1. Run a "What If" degree audit (for your intended major) via Banner Self Service. Complete a *Declaration/Change of Major form. You should bring the completed Declaration of Major Worksheet to your advisor meeting.* To determine who your advisor will be, visit the main office for the department, program or school of your intended Major. *To declare Business or Education majors, you must first apply for admission to the School of Business or School of Education.*
- 2. Have your major advisor review and sign the completed form. Your declaration of major cannot be processed without an advisor signature. For double majors, please submit a separate form for each major.
- 3. For most Arts & Sciences Majors, submit the completed and signed declaration of major form to the University Registrar's Office. Majors that require additional or special approvals are listed below:
  - ✓ **Education** students must apply to the School of Education. Submit your application to the Office of Academic Programs, School of Education Building Room 1071. Do NOT complete the Declaration of Major form to add Education as a major or licensure program.
  - ✓ **Global Studies/International Relations** majors final approval must be given by the respective program chair. Submit the declaration form to the Program Office, not to the Office of the University Registrar.
  - Interdisciplinary Studies Self-Designed majors final approval for self-designed, interdisciplinary majors must be given by the Committee on Honors and Interdisciplinary Studies. Please visit this website for more information on how to declare a self-designed major <a href="https://www.wm.edu/as/charlescenter/academic-programs/interdisciplinary/selfdesigned/index.php">https://www.wm.edu/as/charlescenter/academic-programs/interdisciplinary/selfdesigned/index.php</a>.

    All other interdisciplinary majors (Africana Studies, Computational and Applied Mathematics and Statistics, Environmental Science and Policy, Film & Media Studies, Gender, Sexuality, and Women's Studies, Linguistics, and Medieval & Renaissance Studies) must be approved by the respective program director. Several of these departments also have major worksheets that will be completed, signed by the advisor, and submitted with the declaration of major form to the Office of the University Registrar.
  - ✓ **Music** majors copies of the completed declaration of major form <u>must</u> also be submitted to the student's advisor <u>and</u> to the administrative assistant in the Department of Music.
  - ✓ **Business** majors students must first apply for admission to the School of Business. Four semesters of residency, after acceptance to the School of Business, are required for graduation. Submit your declaration form to the School of Business. Do not return the Declaration form to the Office of the University Registrar.

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## DECLARATION/CHANGE OF MAJOR

### PLEASE TYPE OR USE BLUE OR BLACK INK.

	n 🗆 Primary Major 🗆 Secondary N	Major Is this a change? $\Box$ Y $\Box$ N		
(This form cannot be used to a	declare a minor. The Declaration of Academic	Minor form is available at www.wm.edu/registrar)		
Have you submitted a <i>Notice o</i>	·			
	$\Box$ NO If no, what is yo	our expected graduation date?		
Student Name:		93		
Last	First MI	Student ID Number		
E-mail Address	wm.edu Degree (BA, BS, BBA)	Number of Credits Completed		
I wish to declare the following Ma	ajor(s): Primary Major	Concentration within your major (if applicable)		
	Secondary Major	Concentration within your major (if applicable)		
SECTION B: General Ed	ucation (GER or COLLEGE) and Profic	iency Requirements		
matriculation to the Col your requirements is sol		nd that keeping track of and meeting all of		
Student Signature		Date		
SECTION C: Advisor Ap	oproval (form will NOT be accepted without a	advisor signature)		
I have reviewed the degree a	audit and discussed all of the course require	ments with the student. If the courses to be used to		
course(s) that can meet the	e transferred to William & Mary after matri	culation; are elective credits; or are not labeled as a he catalog, then you'll find the Committee on Degree		
	e transferred to William & Mary after matri requirements of this major, as outlined in th			
course(s) that can meet the approval attached.  Print Full Name (as it appear  SECTION D: Department Applied Mathematics and State	rs in Banner)  Signature  Signature  Approvals (Required for majors in Africa	he catalog, then you'll find the Committee on Degree  Date  Date  cana Studies, American Studies, Computational and ilm and Media Studies, Gender, Sexuality, and		
course(s) that can meet the approval attached.  Print Full Name (as it appear  SECTION D: Departmen  Applied Mathematics and Sta  Women's Studies, Global Stu	rs in Banner)  Signature  Approvals (Required for majors in Africatistics, Environmental Science and Policy, Fi	Date  Date  Cana Studies, American Studies, Computational and ilm and Media Studies, Gender, Sexuality, and		
course(s) that can meet the approval attached.  Print Full Name (as it appear  SECTION D: Departmen Applied Mathematics and Sta	requirements of this major, as outlined in the requirements of this major, as outlined in the results in Banner)  Signature  Ital Approvals (Required for majors in Africatistics, Environmental Science and Policy, Findies, International Relations, Linguistics, Medical Science and Policy, Medical Science and Policy, Findies, International Relations, Linguistics, Medical Science and Policy, Physical Relations, International Relational Relations, International Relations, International Relations, International Relations, International Relations, International Relational Relational Relational Relational Relational Relat	Date  Date  Date  Cana Studies, American Studies, Computational and ilm and Media Studies, Gender, Sexuality, and edieval and Renaissance Studies, and Music)		

## **DECLARATION OF MAJOR IN ECONOMICS**

			leted form for your rec		
Required Pre-declaration Calculus Proficiency Course (The approved list includes AP credit in Calculus AB, Math 108, Math 111 or Math 131)			300-level Courses for Major	Completed?/ In progress (check box and note semester)	Not Met? (Note the intended Semester for completion)
	G 1 12/	27 ( 25 ( 2			
Core Courses for Major	Completed?/ In progress	Not Met? (Note the intended			
	(check box and note semester)	Semester for completion)			
ECON 303		completion)			
ECON 304				П	
ECON 308					
			400-level Courses		
Major Writing Requirement			for Major (at least 9		
Major Computing			semester hours)		
Requirement ECON 308					
have reviewed my	Degree Evaluation for	my Economics major a	nd have discussed all of th	e course requiren	nents with my ma
			gree requirements have bee		,
Student Signature		Date			
	l (form will NOT be a	ccented without advi	sor signature)		Dute
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