



## INSTRUCTIONS FOR DECLARATION/CHANGE OF MAJOR

### **DECLARING A MAJOR**

You may declare your Major after you have earned 39 academic credit hours, to include transfer, advanced placement, and International Baccalaureate credit accepted by the College. The most common time to declare a Major is the Spring semester of the sophomore year. You must declare your major when you have earned 54 academic credit hours.

Before your advisor meeting, you should run a “What If” Degree Evaluation for your intended major, and complete the *Declaration/Change of Major form*. (You can run your degree evaluation by accessing *Banner Self Service and Student Records*.) You must then meet with your major advisor to review the evaluation and the form. Significant deviations from your recommended academic program should be discussed with your Major advisor. Declared Major(s) may be changed at any time by submitting a new Declaration/Change of Major form to the Office of the University Registrar. Declaration of Major forms will NOT be accepted without an advisor’s signature or if they are incomplete.

### **SINGLE vs. DOUBLE MAJORS**

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

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

#### **School of Education**

Elementary Education - you must declare two majors – Primary Major in Arts & Sciences and 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/](http://www.wm.edu/registrar/) or the current Undergraduate Course Catalog.

### **INSTRUCTIONS**

1. Run a “What If” Degree Evaluation (for your intended major) via Banner Self Service. Complete a *Declaration/Change of Major form*. You should take a copy of the degree evaluation and the completed *Declaration of Major form* 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 Jones Hall, Room 100. 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. *Do not return the declaration form to the Office of the University Registrar.*
  - ✓ **Interdisciplinary Studies** majors - final approval for interdisciplinary majors in Linguistics, Literary and Cultural Studies, and Medieval and Renaissance Studies must be given by the Interdisciplinary Studies Committee. Once you have met with your advisor and completed the declaration of major form, it must be submitted to the Charles Center. *Do not return the declaration form to the Office of the University Registrar.*  
All other interdisciplinary majors (Africana Studies, Environmental Science and Policy, and Women’s Studies) must be approved by the respective department chair. 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 must also be submitted to the student’s advisor and 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.



