

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 University.*
- **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 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/ 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 <https://www.wm.edu/as/charlescenter/academic-programs/interdisciplinary/selfdesigned/index.php>. 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 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.

DECLARATION/CHANGE OF MAJOR WORKSHEET

PLEASE TYPE OR USE BLUE OR BLACK INK

Student Name: _____ 93 _____
Last First MI Student ID Number

Requirements for the Major

Core Courses for Major (List courses)	Completed/ In progress (check box and note semester)	Not Met? (Note the intended Semester for completion)
	<input type="checkbox"/>	
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Major Writing Req.	<input type="checkbox"/>	
Major Computing Requirement	<input type="checkbox"/>	

Electives Courses for Major (List courses)	Completed?/ In progress (check box and note semester)	Not Met? (Note the intended Semester for completion)
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