William & Mary
Office of the University Registrar
Blow Memorial Hall Room 240
PO Box 8795
Williamsburg, VA 23187-8795
757-221-2800 • Fax 757-221-2151
degreeaudit@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, not in-progress courses). Use the transcript to view the number of earned credits, not the DegreeWorks audit.*
- *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 <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 may also declare two majors or one major and a minor.

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 first apply for admission to the School of Education. For Secondary Education – this is a licensure program, not a major. You must declare an Arts and Sciences major in the subject area you wish to teach (English, Government, History, Math, or a Science). DO NOT submit a declaration of major form for an education program to the Office of the University Registrar.

   ✓ **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/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 <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. DO NOT submit a declaration of major form for the business program to the Office of the University Registrar.

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DECLARATION/CHANGE OF MAJOR

PLEASE TYPE OR USE BLUE OR BLACK INK.

SECTION A: Declaration ☐ **Primary Major** ☐ **Secondary Major** *Is this a change?* ☐ Y ☐ N

Have you applied for graduation? ☐YES If yes, for what term?_____

☐NO If no, what is your expected graduation date?_____

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

_____@email.wm.edu   _____   _____
E-mail Address   Degree (BA, BS, BBA, BAED)   Number of Credits Completed (taken from transcript)

I wish to declare the following Major(s): _____   _____
Primary Major   Concentration within your major (if applicable)

_____   _____
Secondary Major   Concentration within your major (if applicable)

SECTION B: College Curriculum and Proficiency Requirements

Students must fulfill all proficiencies and College Curriculum requirements in effect at the time of their matriculation to the University. By signing below, you understand that keeping track of and meeting all of your requirements is solely your responsibility.

Have you completed the COLL 300 requirement? ☐YES ☐NO - If "NO", explain what is the plan for the completion of this requirement_____.

Student Signature_____ **Date**_____

SECTION C: Advisor Approval (form will NOT be accepted without advisor signature)

I have reviewed the DegreeWorks audit and discussed all of the course requirements with the student.

_____
Print Full Name (as it appears in Banner)   **Signature**   **Date**

SECTION D: Departmental Approvals (Required for majors in Africana Studies, American Studies, Computational and Applied Mathematics and Statistics, Environmental Science and Policy, Film and Media Studies, Gender, Sexuality, and Women's Studies, Global Studies, International Relations, Linguistics, Medieval and Renaissance Studies, and Music)

_____
Printed Name   Signature   Date

FOR OFFICE USE ONLY

Date Received: _____   Date Processed: _____   Initials: _____

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)	Not Met? (Note the intended Semester for completion)
	☐	
	☐	
	☐	
	☐	
	☐	
	☐	
	☐	
	☐	
Major Writing Req.	☐	
Major Computing Requirement (if applicable)	☐	

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