

## How to fill out the Major/Minor Declaration

Pick up the Major Declaration Form from the Office of Academic Services in Usdan 130

You must declare a major by the end of your 4<sup>th</sup> semester. You can make additional changes until the end of the add/drop period of your graduating semester.

Can be found on the Brandeis directory: <http://sys.brandeis.edu/directory/search>

Log into SAGE and view your "unofficial transcript."

You will find your eight digit "Student ID" number under your name.

Brandeis University Academic Services  
**Major and Minor Form**  
 PLEASE USE A SEPARATE FORM FOR EACH MAJOR or MINOR  
 CONSULT THE DIRECTIONS ON THE BACK BEFORE COMPLETING THE FORM

Dropping a major requires a signature of the UAH or advisor.

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Initial \_\_\_\_\_ Year of Graduation \_\_\_\_\_  
 Sage ID Number \_\_\_\_\_ Box # \_\_\_\_\_ E-mail Address \_\_\_\_\_ Phone # \_\_\_\_\_

I wish to (check one):

Declare

Drop

Change\*

\*Change from a major to a minor in: \_\_\_\_\_

\*Change from a minor to a major in: \_\_\_\_\_

a major B.A. Degree in: \_\_\_\_\_

\*Change from a B.A. to a B.S. in: \_\_\_\_\_

a major or B.S. Degree in: \_\_\_\_\_

\*Change from a B.S. to a B.A. in: \_\_\_\_\_

a minor/program in: \_\_\_\_\_

\*Change Advisors\*\* in: \_\_\_\_\_

Please use this grid to list the courses in your proposed major or minor curriculum. Please indicate if requirements will be met via AP Credits, Leave of Absence with Credit, Transfer Credits, Study Abroad, or Summer School.

	Semester I	Semester II	Summer
First Year			
Sophomore Year			
Junior Year			
Senior Year			

Review the University Bulletin, and list required classes you have taken, are currently taking, and (if known) tentatively plan to take.

Leave blank if you are not sure what you plan to take and discuss with the UAH. This list may be subject to change.

A B.S. degree is only offered in the sciences including COSI and HSSP.

Schedule an appointment to meet with UAH.

Find list of UAH's on: <http://www.brandeis.edu/acserv/advising/forms/index.html>

Comments (to be filled out in collaboration with advisor): \_\_\_\_\_

Undergraduate Advising Head's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Major/Minor Advisor \_\_\_\_\_

\*\*If changing advisors, \_\_\_\_\_

Signature of old advisor

Signature of new advisor

You may request a specific faculty advisor or the UAH can assign you one based on your specific interests.

You will receive an advisor in each department you declare in.

White copy = Department  
 Yellow copy = Office of the University Registrar (Kutz 121)  
 Pink copy = Student

The department, the student, and the Office of the Registrar in Kutz should each receive a copy either via hard copy or electronically.

Filled out when changing your advisor from a previously declared major/minor; not your first-year advisor.