



# CONDITIONS TO DECLARE A MAJOR

\_\_\_\_\_  
Student name

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Student ID number

\_\_\_\_\_  
Email address

\_\_\_\_\_  
Phone number

The above named student has expressed an interest in declaring a major in your department. **For this student to be considered for admission to the major, what requirements need to be met?** (NOTE: The submission of this form does not guarantee that the student will be admitted to the major or that any registration block will be removed.)

Department	Course #	Minimum grade required

The above courses will be completed by:  Fall    Spring    Summer   Year: \_\_\_\_\_

Deadline for applying to the major (if any): \_\_\_\_\_

Conditions and constraints for admission to the major: \_\_\_\_\_

I have given this student an adviser code: <input type="checkbox"/> Yes <input type="checkbox"/> No This student has an academic block: <input type="checkbox"/> Yes <input type="checkbox"/> No
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\_\_\_\_\_  
Major adviser's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department

\_\_\_\_\_  
Phone number

Thank you for your assistance. If you have any questions, please call 642-1483.

**For Office Use Only**

Approved by

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Date

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College of Letters and Science  
OFFICE OF UNDERGRADUATE ADVISING

## ADVISER CODES FOR UPPER DIVISION UNDECLARED STUDENTS

*Undeclared students in the College of Letters and Science with 75 or more units (including units in progress) are automatically assigned an adviser code, **which must be obtained from their intended major department.***

**Dear Departmental Adviser,**

This student is interested in declaring your major and needs an adviser code in order to register. The student has been instructed to review your departmental website and develop a graduation plan before coming to see you, so that you can review the plan together.

**Do not fill out the attached form if:**

- **The student is able to declare immediately:** Please release the adviser code to the student.
- **The student's acceptance into the major is likely by the end of this semester or next:** Please release the adviser code to the student.

**Please fill out the attached form if:**

- **The student's acceptance into your major is questionable based on the student's past academic record:** Complete and sign both sides of the attached *Conditions to Declare a Major* and *Program Planning* forms and refer the student back to the Office of Undergraduate Advising to talk with a College Adviser.
- **The student is ineligible to declare your major:** Use the "Conditions and Constraints" section on the *Conditions to Declare a Major* form to explain why this student is being denied admission to your major. Give the signed form to the student and refer the student back to the Office of Undergraduate Advising to speak with a College Adviser.
- **The student has an Undeclared Senior block:** Refer the student back to the Office of Undergraduate Advising with either a signed *Declaration of Major* or a signed *Conditions to Declare a Major / Program Planning* form.



# PROGRAM PLANNING

Student name

Student ID number

Email address

Phone number

Major(s) / Intended

Graduation date

Total units

PLEASE CHECK ALL THAT APPLY:

- Double Major
- Change of College into Letters and Science
- Change of Major over 90 units
- Simultaneous Degree
- Readmission to: Fall \_\_\_\_ Spring \_\_\_\_
- Excess Units

PROPOSED SCHEDULE OF CLASSES: Beginning with the CURRENT term, indicate all courses you plan to take, including those needed to complete major(s), college/school, and university requirements. A minimum of 13 units must be listed for each semester unless you are/will be approved for a reduced course list by Letters and Science.

Fall _____	Units
<b>Total</b>	

Spring _____	Units
<b>Total</b>	

Summer _____	Units
<b>Total</b>	

Fall _____	Units
<b>Total</b>	

Spring _____	Units
<b>Total</b>	

Summer _____	Units
<b>Total</b>	

Fall _____	Units
<b>Total</b>	

Spring _____	Units
<b>Total</b>	

Summer _____	Units
<b>Total</b>	

Major adviser

Date

Major adviser

Date

Approved by

Date

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