

**DECLARATION OF MAJOR  
COLLEGES OF ARTS AND SCIENCES  
FOR CURRENTLY ENROLLED AND CLASSIFIED STUDENTS ONLY**

1. Complete the following:

Gender:  Female  Male

Student I.D. No.	Last Name	First	Middle	Home Phone No.
Local Address		Zip code	Cell #	UH e-mail

I am currently registered in:

College (Org Structure)	Degree (Ed Obj)	<input type="checkbox"/> _____
		<input type="checkbox"/> _____ <i>(if applicable)</i>
		Major (Curriculum/Program)

*I wish to:*     **declare**     **change to**     **add** \*\*     **drop** \_\_\_\_\_

See additional 2nd major information below

Major

If approved, I will be in:

ARTS & SCIENCES College (Org Structure)	Degree (Ed Obj)	(1) _____
		(2) _____ <i>(if applicable)</i>
		Major (Curriculum/Program)

**Note:**

List non UH Manoa colleges attended with dates\*: \_\_\_\_\_

- \*2. If transcripts of all other colleges are not available on the UHM computer system, you must have them sent to A&S Student Academic Services.
- 3. Please consult your departmental advisor on major requirements, have him/her complete the department section (reverse side); return this form to A&S Student Academic Services.
- 4. If you wish to be considered for admission into the requested program in time for the registration period for continuing students, this form and all required documents must be submitted by **April 1** for Fall and by **Nov. 1** for Spring semester.
- 5. Changes of major and or major concentration within Arts & Sciences will be effective immediately upon approval. Transfers into Arts & Sciences from another college or school, approved by the third week of classes, will be effective for that semester. Later requests will be for the following semester. (Note: These deadlines are effective unless otherwise specified by the Major Department).

Date: \_\_\_\_\_ Your signature: \_\_\_\_\_

**ADDITIONAL INFORMATION**

If you are **ADDING A SECOND MAJOR IN ARTS & SCIENCES**, you need to attach the following to this "Declaration of Major" Form:

- 1. **A typewritten statement that has been signed and dated.** The statement should address the following questions: why do you want to add the second major; what educational benefits do you expect to gain from this addition to your program; how do you think this addition will enhance your career objectives? This statement must be **typed, double-spaced, and concise** (no longer than one page).
- 2. Evidence of academic planning. **You must attend a JUMP or GRAD session to develop an academic plan** to determine the sequence of courses you need to complete for graduation. Or if you have already attended a session, then **attach an academic plan worksheet** to show how you will be completing your course work for graduation.

Student's Name: \_\_\_\_\_ I.D. No.: \_\_\_\_\_

TO DEPARTMENT: Please advise this student regarding your curriculum requirements, complete this form, and have the student return this form to A&S Student Academic Services.

The student named above has been advised about requirements for a \_\_\_\_\_ Degree

In \_\_\_\_\_ Major \_\_\_\_\_ Major Concentration (if any) and is subject to major requirements

in effect \_\_\_\_\_ Sem / Year. The student \_\_\_\_\_ is / is not recommended for admission into the program.

Remarks: \_\_\_\_\_

Department: \_\_\_\_\_ Signed: \_\_\_\_\_ Chairperson/ Advisor \_\_\_\_\_ Date \_\_\_\_\_

**DO NOT WRITE BELOW THIS LINE**

**ENTERING COLLEGE**

Rec/Trans. received on \_\_\_\_\_

Col/Curr Transfer \_\_\_\_\_ Approved

Effective \_\_\_\_\_ Not Approved

Remarks \_\_\_\_\_

**EXITING COLLEGE**

Rec/Trans. forwarded on \_\_\_\_\_

Remarks \_\_\_\_\_

Date \_\_\_\_\_

Signed \_\_\_\_\_  
Dean, Student Academic Services

Signed \_\_\_\_\_  
Dean, Student Academic Services

BANNER DATA (38) \_\_\_\_\_ Ed Level  
(25) \_\_\_\_\_ Ed Obj

(90) \_\_\_\_\_ Org Struc/College  
(91) \_\_\_\_\_ Curriculum/Program

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Date: \_\_\_\_\_ Your signature: \_\_\_\_\_

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The student named above has been advised about requirements for a \_\_\_\_\_  
Degree

In \_\_\_\_\_ and is subject to major requirements  
Major Major Concentration (if any)

in effect \_\_\_\_\_. The student \_\_\_\_\_ recommended for admission into the program.  
Sem / Year is / is not

Remarks: \_\_\_\_\_

Department: \_\_\_\_\_ Signed: \_\_\_\_\_  
Chairperson/ Advisor Date

**DO NOT WRITE BELOW THIS LINE**

**ENTERING COLLEGE**

Rec/Trans. received on \_\_\_\_\_  
Col/Curr Transfer \_\_\_\_\_ Approved  
Effective \_\_\_\_\_ Not Approved  
Remarks \_\_\_\_\_

**EXITING COLLEGE**

Rec/Trans. forwarded on \_\_\_\_\_  
Remarks \_\_\_\_\_  
Date \_\_\_\_\_

Signed \_\_\_\_\_  
Dean, Student Academic Services

Signed \_\_\_\_\_  
Dean, Student Academic Services

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