

# Major/Minor Declaration Student Instructions

## Process Overview

Use the Major/Minor Declaration Application to officially declare a major or minor in a field of interest.

*Prior to declaring a major or minor you are strongly encouraged to contact an advisor in the department you are declaring with in order to be certain of requirements and any additional considerations.*

Once the form is completed it will be sent to the department specified on the declaration. If the declaration is **not approved** you will be notified by the **email address you provide** and will have the opportunity to make changes and resubmit the declaration to the department. If the declaration is approved, your student record will be updated to reflect the declaration(s).

*You cannot use this system to revise or drop an existing declared major or minor, these changes must be handled through the College Center for Advising Services.*

## Accessing the Application

Access to the Major/Minor Declaration can be obtained through the following web address: <https://secure1.rochester.edu/registrar/applications/major-minor-declaration.php>

You will be presented with a login form asking for a **NetID** and **Password**. Once you have logged in you will be presented with an options menu similar to the one shown below.

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**Declare:** If you are declaring a new Major or Minor, click the appropriate button below.

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**In Progress:** The declarations below have been submitted to the appropriate department for review. If you have questions regarding these declarations please contact the department directly.

You do not currently have any in progress declarations to display.

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**Resubmit:** Below is a listing of all Major and Minor declarations that have been marked as **Not Approved** by your department. Use the resubmit button to modify these declarations as necessary and resubmit them.

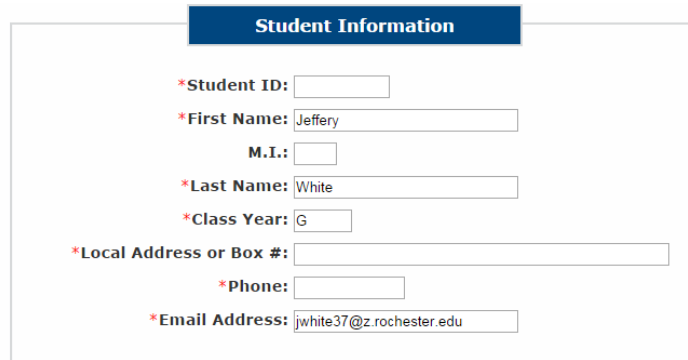
You do not currently have any non approved declarations to display.

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## Declaring a Major/Minor

In order to declare a new major or minor please select the appropriate option from the options menu. Once you select an option you will be shown a screen to input all information pertaining to that major or minor. These sections are described below.

### Student Information Section



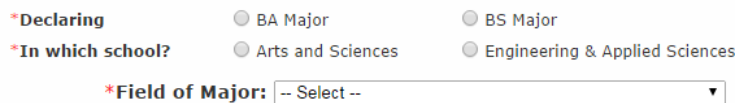
The screenshot shows a form titled "Student Information" with the following fields:

- \*Student ID:
- \*First Name:
- M.I.:
- \*Last Name:
- \*Class Year:
- \*Local Address or Box #:
- \*Phone:
- \*Email Address:

This section asks for information to identify you to the system as well as contact information. Many of the fields will be pre-populated from your login information. All fields (other than the Middle Initial) are required for submission of the declaration.

### Major/Minor Declaration Information

This section is where you specify the exact declaration for your major/minor and the courses you intend to use towards the declaration.



The screenshot shows the following form elements:

- \*Declaring:  BA Major  BS Major
- \*In which school?:  Arts and Sciences  Engineering & Applied Sciences
- \*Field of Major:

The top section (shown above) asks you to indicate whether you are declaring a BA or BS and in which school you are declaring it. Click on the check boxes to make these indications. *If you are declaring a minor you will only be asked to indicate the school in which you are declaring.* From the drop down menu you must choose the field of the major or minor.

*Some departments require you to specify a 'track' within the major or minor, if necessary this drop down menu will appear below the field box once you have made a selection.*

ULW	Course Number	Course Title
<input type="checkbox"/>	CSC 484	ADVANCED ALGORITHMS
<input type="checkbox"/>		
<input type="checkbox"/>		

The next section (shown above) is where you indicate on each line a course you intend to use towards the major or minor. ***These are generally chosen in consultation with the department you are declaring with (either in person or from their website).*** In many cases, once you select a field, several courses will be automatically entered into this listing as they are major/minor requirements. Any course you are using towards the Upper Level Writing requirement should be indicated using the checkbox on the left of the course.

At the bottom of this listing is a textbox you can use to enter in any notes. *For example if you intend to use AP Credit towards a pre-populated requirement of the major you would want to indicate that here.*

### Primary Writing Requirement

**Primary Writing Requirement**

Completed WRT 105 with C or better in None Selected ▾

Will take WRT 105 in None Selected ▾

Other

All students obtaining degrees at the University of Rochester are required to fulfill the primary writing requirement. Use the checkboxes and drop down menus to indicate how you will be satisfying this requirement.

### Rochester Curriculum Registration

**Division of Humanities**

Major ---- Select ---- ▾

Minor ---- Select ---- ▾

Cluster ---- Select ---- ▾

All students obtaining degrees at the University of Rochester are required to fulfill the Rochester Curriculum which requires the declaration of a major, minor, or cluster from each of the three Academic Divisions (Humanities, Social Sciences, and Natural Sciences). Here you

indicate using the drop down menus, how you will use to fulfill this requirement. *The only exceptions are for approved transfer students and engineering students. There are options in the cluster drop down menu to specify if you do not need to meet a particular division's requirement.*

## **Overlaps Declaration Section**

**Overlap Declaration Form**

Our records indicate that you have previously declared the following programs:

**Majors**

- CSC

**Minors**

- HL

If you have previously declared majors and/or minors you will be prompted by the system to indicate any overlapping courses (courses that appear in both declarations) with the current declaration you are making. For each of your previously declared majors or minors you must indicate using the checkbox whether or not there are overlapping courses and if there are, indicate each course that overlaps with another declaration.

## **Submit the Form**

You submit the form using the 'Submit' button found at the bottom of the page. If there are errors you will be prompted with an error message indicating the errors with the submission.

Once successfully submitted you will be automatically returned to the options menu, and will see the declaration you made show up in the 'In Progress' section as shown below.

**In Progress:** The declarations below have been submitted to the appropriate department for review. If you have questions regarding these declarations please contact the department directly.

Type	Program	Date
BA	ECO (Economics)	2014-08-05 15:01:20

At this point the declaration has been sent to the department for review. You will be notified by email when the declaration has been approved or not approved. You can also return to this screen at any time to view the status of your declaration(s) by logging into:

<https://secure1.rochester.edu/registrar/applications/major-minor-declaration.php>

## **Resubmitting a Major/Minor Declaration**

After the department reviews your major or minor declaration they may find items that you need to correct. If this occurs you will be notified via email as to any corrections that need to be made.

You can now log back into the system and you will see the declaration in the 'Resubmit' listing as shown below.

**Resubmit:** Below is a listing of all Major and Minor declarations that have been marked as **Not Approved** by your department. Use the resubmit button to modify these declarations as necessary and resubmit them.

Type	Program	Date
BA	ECO (Economics)	2014-08-05 15:01:20

To edit and resubmit the declaration press the 'Resubmit' button for the declaration you wish to modify. This will take you once again to the same screen you used to submit the declaration originally. On this screen you will see at the top any notes the department made regarding the declaration as shown below.

**Your adviser made the following notes for this declaration:**

Economics BA's require the student to use 4 electives, you need to add one more elective to this declaration.

Once you make the requested changes you can press the 'Submit' button at the bottom of the form and the declaration will again be sent to the department for review.