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# APPLICATION TO DECLARE THE AMERICAN STUDIES MAJOR

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## CHECKLIST – You must include the following:

\_\_\_\_\_ **American Studies Application Form** -- please type if possible, otherwise print clearly.

\_\_\_\_\_ **Petition to Declare a Major**

\_\_\_\_\_ **Program Planning Form -- 4 year plan**

\_\_\_\_\_ **Transcript of all college work** -- Unofficial copies of UC Berkeley transcripts are acceptable (available from Bear Facts). If you are using courses from other schools to satisfy American Studies requirements then you **MUST** include transcripts specifying the coursework and showing grades.

\_\_\_\_\_ **Current Enrollment** -- list of courses in which you are currently enrolled (available from Bear Facts).

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Please turn in the application packet to an American Studies faculty advisor in person.

Prerequisites: To be admitted to the major, you need to have completed any two of the four lower division requirements, and have provided copies of all transcripts.

You must have a minimum grade point average of 2.0 before declaring any major in the College of Letters and Science, and you must earn a grade of “C” or better in each of the American Studies lower-division courses.

## **ALL COURSES FOR THE MAJOR MUST BE TAKEN FOR A LETTER GRADE.**

**Area of Concentration:** The courses you list are not necessarily final, but will be an aid in helping you organize your program in a way that will meet your academic needs. Select courses from relevant fields and disciplines that you think will help you understand the problems or issues you have emphasized in your Area of Concentration.

As a minimum, your list must include six courses totaling 20 units. It must include courses from at least two fields or disciplines, but no more than three courses from any one discipline. The Alternate List is designed to allow for schedule changes, advising flexibility, and personal choice.

Faculty advisors are available throughout the semester to discuss and help in the planning of your Area of Concentration. Pick up the drop in office hours list on the American Studies bulletin board opposite the 3rd floor elevator in Campbell Hall or check under "faculty" on the American Studies web page.

**Your Advising Responsibility:** Each semester you must meet with your faculty advisor to go over your program in order to get an Advisor Code for Telebears enrollment. Any future changes to your program must be endorsed in your official student file by an advisor.

**We look forward to welcoming you to the major!**

# AMERICAN STUDIES APPLICATION FORM

Name: \_\_\_\_\_ Student ID # \_\_\_\_\_

LOCAL address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

E-mail address: \_\_\_\_\_ Local Phone: ( \_\_\_\_\_ ) \_\_\_\_\_  
 (Please list current e-mail that you use frequently – it is what we will use to contact you for all official Amer. Stds. matters.)

PERMANENT Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Area of Concentration Title:** \_\_\_\_\_

**LOWER DIVISION REQUIREMENTS**

(Minimum grade of "C" required for each)

	<u>TERM</u>	<u>UNITS</u>	<u>GRADE</u>
#1 – <b>American Studies 10</b>	_____	_____	_____
#2	_____	_____	_____
#3	_____	_____	_____
#4	_____	_____	_____

**THEORY/METHODOLOGY COURSES**

**"TIME"** \_\_\_\_\_

**"PLACE"** \_\_\_\_\_

**AREA OF CONCENTRATION** (Must have six classes with at least 20 units in Area of Concentration)

#1	_____	_____	_____
#2	_____	_____	_____
#3	_____	_____	_____
#4	_____	_____	_____
#5	_____	_____	_____
#6	_____	_____	_____

**WHICH COURSE ABOVE FULFILLS PRE-1900 HISTORICAL REQUIREMENT?** \_\_\_\_\_

**ALTERNATE COURSES FOR AREA OF CONCENTRATION**

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**THESIS REQUIREMENT: 190 -- 191 -- H195** \_\_\_\_\_

A.S. Faculty Adviser Approval: _____	Date: _____
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# PROGRAM PLANNING FORM

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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 (see the *L&S Guide to Earning Your Degree* for details). **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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## INSTRUCTIONS

1. Enter your student identification number and full name as they appear on your registration card. Circle the current term and complete the year. Enter the address and phone number at which you can be contacted with any questions. Circle your student status (new, continuing or readmit).
2. Circle the major(s) you wish to declare.
3. Obtain the signature of the major adviser in the department of the major you wish to declare. In most cases, the major adviser will require that you bring a copy of your most recent UC Berkeley grade report and copies of transcripts from any previous institutions to verify completion of prerequisites.
4. You may leave the completed, signed petition in the department office (the department will forward it to the Office of Undergraduate Advising), or you may bring it to the College office in room 113 Campbell Hall.
5. **DOUBLE MAJOR:** Students who wish to declare two majors in the College of Letters & Science must check the appropriate box on the petition, circle two majors on the petition, obtain the signatures of both major advisers, and file a Double Major Application form. Consult a College adviser for information on minimum requirements and required forms.
6. **CHANGE OF L&S MAJOR:** Students who wish to request a change of major within the College must check the appropriate box on the petition and obtain the signature of the **NEW** major adviser. Students who have completed 90 or more semester units must also submit a planned program, signed by the **NEW** major adviser, with the request for a change of major. Such changes are subject to review and may not be granted without the approval of the Dean.
7. **CHANGE OF COLLEGE INTO L&S:** Students enrolled in another college or school at Berkeley who wish to change college and declare a major in the College of Letters & Science must check the appropriate box on the petition and must file the Petition for Change of College. Consult a College adviser about minimum requirements and required forms.
8. **NEW MAJORS:** Students who wish to declare new majors that have been officially approved to admit students but that are not yet on this petition, should circle “OTHER” and write in the name of the new major on the blank lines provided.

College of Letters & Science  
Office of Undergraduate Advising  
113 Campbell Hall  
(510) 642-1483  
ls-advise.berkeley.edu

