

CONDITIONS TO DECLARE A MAJOR

Student Name

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 holds 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: _____

This student has a registration hold: <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.

Reviewed by

Date

College of Letters and Science
OFFICE OF UNDERGRADUATE ADVISING

Dear Departmental Adviser,

This student is interested in declaring your major. 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 a single major immediately. Please declare the student in CalCentral. If the student has a registration hold for being undeclared at 75 units, release the hold and write an advising note in CalCentral.

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 make an appointment 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 not yet eligible for the major. Give the signed form to the student and refer the student back to the Office of Undergraduate Advising to make an appointment with a College Adviser.
- The student has an Undeclared at 75 units hold: 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 make an appointment with a College Adviser. If the student is immediately eligible to declare a major, see instructions above.

FOUR YEAR PROGRAM PLAN

Student Name

Student ID #

Major(s)/Intended

Graduation Date

Total Units

Circle all that apply: Double Major Simultaneous Degree Change of College into Letters and Science

PROPOSED SCHEDULE OF CLASSES:

Indicate all courses you plan to take, including those needed to complete major(s), college/school, and university requirements (see ls-advise.berkeley.edu for details). **A minimum of 13 units** must be listed for each semester unless you are approved for a reduced course list by Letters and Science.

Fall	Units

Spring	Units

Summer	Units

Fall	Units

Spring	Units

Summer	Units

Fall	Units

Spring	Units

Summer	Units

Fall	Units

Spring	Units

Summer	Units

Major Adviser Signature

Date

Major Adviser Signature

Date