

# UNIVERSITY OF SOUTH ALABAMA

## Declaration/Change of Undergraduate Program/College/Major/Minor/Concentration

This form is NOT to be used for Second Degree, Dual Degree, or Unclassified students seeking a Second Major.  
For students who have applied for graduation, this form may require payment of a re-evaluation fee for re-processing degree audit.

### TO BE COMPLETED BY STUDENT

<b>NAME (Please Print)</b>			<b>STUDENT NUMBER</b>
			<b>J00</b>
<b>Last</b>	<b>First</b>	<b>Middle</b>	
<ol style="list-style-type: none"> <li>Complete Parts I and II to declare or change your program/college/major(s)/minor(s)/concentration(s).</li> <li>Obtain counseling file from current major department and take it to your new major department along with this form.</li> </ol>			
<b>PART I</b>		<b>PART II</b>	
I am currently enrolled in:		I wish to declare/change to:	
College _____		College _____	
Major _____		Major _____	
Minor _____		Minor _____	
Concentration 1 _____		Concentration 1 _____	
Concentration 2 _____		Concentration 2 _____	
<b>DOUBLE MAJOR/MINORS ONLY</b>		<b>DOUBLE MAJOR/MINORS ONLY</b>	
2 <sup>nd</sup> College _____		2 <sup>nd</sup> College _____	
2 <sup>nd</sup> Major _____		2 <sup>nd</sup> Major _____	
2 <sup>nd</sup> Minor _____		2 <sup>nd</sup> Minor _____	
Concentration 1 _____		Concentration 1 _____	
Concentration 2 _____		Concentration 2 _____	
Student's Signature _____			Date _____
<input type="checkbox"/>	I am a candidate for graduation		Term: _____ Year: _____

### TO BE COMPLETED BY DEPARTMENTS

<b>TRANSFERRING DEPARTMENT</b>	
<input type="checkbox"/>	1. I have released the counseling file to the student and instructed him/her to take it to the new major department.
<b>OR</b>	
<input type="checkbox"/>	2. This student's counseling file is not available. The Registrar's Office is requested to prepare a duplicate file and send it to the new major department.
Delete the following STUDENT ATTRIBUTES: _____ Effective Term: _____	
Department Signature: _____ Date: _____	

<b>RECEIVING DEPARTMENT (FIRST MAJOR)</b>			
<input type="checkbox"/>	I have received this student's counseling file (unless it was not available).		
Add the following STUDENT ATTRIBUTES: _____ Effective Term: _____			
Department Signature: _____ Date: _____			
<b>STUDENT ID: J00</b> _ _ _ _ _		<b>CATALOG TERM: 20</b> _ _ _ _ _	
<b>FIRST MAJOR CODES</b>		<b>Effective Term: _____</b>	
COLLEGE	PROGRAM	MAJOR	MINOR
_____	_____	_____	_____
<b>DOUBLE MAJOR CODES</b>		<b>CONCENTRATION</b>	
COLLEGE	PROGRAM	MAJOR	MINOR
_____	_____	_____	_____
<b>PRIMARY ADVISOR: _____</b>			<b>ID: J00</b> _ _ _ _ _

<b>REGISTRAR'S OFFICE USE</b>			
UPDATED BY: _____	DATE: _____	DUP. FILE BY: _____	DATE: _____
		DEGREE ANALYST: _____	