Major Declaration Instructions

All the paperwork mentioned and general instructions to declare your major can be found here: https://undergrad.biology.ucsb.edu/current

1. Complete the **Major Change Petition**
   - Fill in up to, and including, the student signature. The other signatures will be added when we are processing the paperwork
   - The "Catalog Year" of your major is the school year you are turning in this paperwork (Right now that is 2020-2021). This lets us know which Major Requirements Sheet you are held accountable to complete just in case we make changes from year to year.

2. Complete the **Major Requirements Sheet**
   - Go to [GOLD>Grades>All Quarters] or [GOLD>Progress>Major & GE Progress Checks] to look at your course history
   - Strikethrough the classes you have already taken
   - Circle/highlight the all the courses that you plan/need to take to graduate
   - Write the units you have yet to complete in all the sections on the lines provided
     - **EX:** If you have finished the entire CHEM 1 series, the line should read "0" because you have no more to do. If you have not finished CHEM 1C/CL it would read "5."

3. Use the Proposed Course List to create a proposed schedule on the **Major Progress Check Request Form** of the courses you circled/highlighted on the Major Requirements sheet
   - The quarters written should only include this quarter and all the following quarters till you graduate.
   - "Course #" is the name of the course (EX: CHEM 1A)
   - The Units can be found on the Proposed Course List
   - The "Area" on the Major Progress Check correlates to where the course is found on the Major Requirements Sheet
     - **EX:** Biological Sciences BS- MCDB 101A should be in area "A"; EEMB 120 should be in Area “B-4”
     - **EX:** For MCDB majors- MCDB 101A should be in area "A" or "IA" or “IC”
     - **EX:** For EEMB majors- EEMB 120 should be in area "A1"
     - For all pre-major courses, the area is "PREP"
     - If the course is not major related, do not include it or write "GE".

4. Please email lifesci-ugradpeeradviser@ucsb.edu the completed Change of Major Petition, Major Progress Check Request Form, and Major Requirements Sheet as PDFs, Scans, or Photos.
   - When sending PDFs please do not use Google Drive as we will not have access to your forms.
   - If taking photos: please make sure that the form takes up the entire picture and that it is not blurry. Using a pen really helps us read it easily.