

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.

