**Major Declaration Instructions to Full Major**

**(to declare the pre-biology major please see page 2)**

All forms mentioned can be found [here](https://undergrad.biology.ucsb.edu/current). You can fill out the following three documents digitally or print them and hand write, but please remember that these are official documents so use blue/black ink or yellow highlighter and write neatly!

1. **Major Change Petition**
	* Fill in up to, and including, the student signature. The Chairs’ signatures will be added when we are processing the paperwork
	* For the Expected Date of Graduation, please write month and year (EX: June, 2022)
	* The Catalog Year is noted after the name of the major on the requirement sheet. (i.e. Biological Sciences BS - 2021-2022)
		+ This is the version of the Major Requirements Sheet that you are held accountable to complete for graduation.
2. **Major Requirements Sheet**
	* Use [GOLD>Grades>All Quarters] or [GOLD>Progress>Major & GE Progress Checks] to look at all the courses you have taken.
		+ Strikethrough all of the courses that you have taken on the Major Requirements Sheet
			- Circle the courses you are currently taking/enrolled in
		+ If you have fulfilled an Area’s requirements write “0” on the line for the Units Yet to Complete, as you have no more to take.
			- Once you have fulfilled an Area’s requirements all additional courses in that Area are considered elective courses
	* Look over the Sheet and determine which Area Requirements you have not fulfilled
		+ Circle/highlight the all the courses that you need/plan to take in order to fulfill these requirements
			- This includes those you are currently taking/enrolled in
			- Use the [General Catalog](https://my.sa.ucsb.edu/catalog/Current/CollegesDepartments/ls-intro/AcademicDepartments.aspx) and GOLD to determine which courses are right for you
		+ Write the units of courses you circled/highlighted on the appropriate Area’s line for the Units Yet to Complete. (EX: You still need Physics 6C/L the line will read “4”)
	* Calculate the total amount of units you have taken (strikethroughed) and have proposed to take (circled) and then determine how many more units you need to meet the UD unit requirement (48 for all BS majors and 36 for the BA)
		+ Select elective courses to bring the total units to this requirement
		+ If there is a list of electives -- strikethrough those you have already taken.
3. **Major Progress Check Request Form.** This should be a proposed schedule that includes all of the courses you circled/highlighted or wrote in your electives list on the Major Requirements sheet.
	* Use the **Proposed Course List** for this academic year to know when courses will be provided.
	* The quarters should only include this quarter and all the following quarters till you graduate.
		+ We recommend that students take 2 Upper Division courses per quarter.
		+ We understand that this schedule may change as the quarters progress
	* Course # is the name of the course (EX: CHEM 1A)
	* Units of a course can be found on the Proposed Course List
	* Area is where the course is found on the Major Requirements Sheet
		+ 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 on the form or write "GE".
4. Please email bio-adv@lifesci.ucsb.edu the 3 completed forms: **Change of Major Petition, Major Requirements Sheet**, **and Major Progress Check Request Form.**
	* You can send them as:
		+ PDFs/Scans -- please do not use Google Drive to send them as we will not have access
		+ Photos -- the form should take up the entire picture, not be blurry, and have no shadows/glares

**Pre-Major Declaration Instructions**

All forms mentioned can be found [here](https://undergrad.biology.ucsb.edu/current). You can fill out the following three documents digitally or print them and hand write, but please remember that these are official documents so use blue/black ink or yellow highlighter and write neatly!

1. **Major Change Petition**
	* Fill in up to, and including, the student signature. The chairs’ signatures will be added when we are processing the paperwork
	* For the Expected Date of Graduation, please write month and year (EX: June, 2022)
	* The Catalog Year is noted after the name of the major on the requirement sheet. (i.e. Pre-Biological Sciences BA or BS - 2021-2022)
		+ This is the version of the Major Requirements Sheet that you are held accountable to complete for movement to the full major.
2. **Major Requirements Sheet**
	* Use [GOLD>Grades>All Quarters] or [GOLD>Progress>Major & GE Progress Checks] to look at all the courses you have taken.
		+ Strikethrough all of the courses that you have taken on the Major Requirements Sheet
			- This does not include those you are currently taking/enrolled in
		+ If you have fulfilled an Area’s requirements write “0” on the line for the Units Yet to Complete, as you have no more to take.
	* Look over the Sheet and determine which Area Requirements you have not fulfilled
		+ Circle/highlight the all the courses that you are currently enrolled.
			- Use the [General Catalog](https://my.sa.ucsb.edu/catalog/Current/CollegesDepartments/ls-intro/AcademicDepartments.aspx) and GOLD to determine which courses are right for you
		+ Write the units of courses you circled/highlighted on the appropriate Area’s line for the Units Yet to Complete. (EX: You still need CHEM 1C/CL the line will read “5”)
3. Please email bio-adv@lifesci.ucsb.edu the 2 completed forms: **Change of Major Petition and Major Requirements Sheet**.
	* You can send them as:
		+ PDFs/Scans -- please do not use Google Drive to send them as we will not have access
		+ Photos -- the form should take up the entire picture, not be blurry, and have no shadows/glares

Most students are eligible to declare the full major at the end of their second year with the completion of the Intro-Bio series. Please visit our website at that time for the instructions.