

**Major Declaration Instructions to Full Major
(to declare the pre-biology major please see page 2)**

All forms mentioned can be found [here](#). You can fill out the following 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** go to <https://ucsb.my.site.com/success/s/submit-petition> (you will upload the two forms below to your major change)
2. **Major Requirements Sheet (Form 1)**
 - Use [GOLD>Grades>All Quarters] 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](#) 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 (striketthroughed) 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 Proposed Quarterly Schedule (Form 2).** 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".
 - You can send the forms 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/glare

Pre-Major Declaration Instructions

All forms mentioned can be found [here](#). You can fill out the following 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** go to <https://ucsb.my.site.com/success/s/submit-petition> (you will upload the form below to your major change)
2. **Major Requirements Sheet (Form 1)**
 - Use [GOLD>Grades>All Quarters] 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.

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/glare

Upon completion of most preparatory courses, most students are eligible to declare the full major at the end of their second year.

Note:

- First year students must have completed chem 1B before declaring pre-biology as a major.
- Second year students must be enrolled in the introductory biology series and be able to compete it by the end of Spring quarter of their second year.
- Second year students not enrolled in the introductory biology series should consult the biology advisors ASAP for a plan to complete the introductory biology series by the end of their 7th quarter.

Students must complete the general chemistry series and the introductory biology series no later than their 7th quarter to qualify for the biology program.