

Choosing and Declaring Majors and Minors

Students may seek help in choosing majors and careers from academic advisers and from counselors at the Counseling Center and the Career Center. Students must declare majors by the time they reach 105 credits, although extensions are available for students who are making progress toward a reasonable goal.

Many UW majors have competitive admission; others are not competitive but may require that certain courses be completed before a student can declare the major. After meeting any admission requirements, a student declares a major by processing a “Change of College/School and Major or Minor” form.

In This Chapter:

Choosing a major and a career	50
Satisfactory progress.	51
Declaring a major or minor	53
Double majors and double degrees	53
Cross-CAMPUS enrollment	55
Information available on the Internet	55

See also: www.washington.edu/uaa/gateway/advising/majors

CHOOSING A MAJOR AND A CAREER

There are four main offices on campus for students who need general assistance in choosing a major and making decisions about career goals: Undergraduate Advising at the Gateway Center, EOP Academic Advising and Counseling Center, Counseling Center, and the Career Center.

Undergraduate Advising at the Gateway Center and EOP Academic Advising and Counseling Center

At these offices, students can obtain information about all majors available at the University. Although more detailed information is available from department and college advisers, at Undergraduate Advising and the EOP Academic Advising and Counseling Center the adviser and the student can compare the requirements and (to some extent) the career opportunities of different fields. The advisers also provide preprofessional advising in such areas as pre-medicine and pre-law. A library of departmental course requirements, information on health professions, and Washington college catalogs is maintained. Various handouts are available.

Each quarter, Undergraduate Advising and the Career Center offer "Roadmap to Choosing Your Major" workshops. The purpose of these sessions is to familiarize students with campus major- and career-investigation resources, and dispel some popular myths about majors and careers. A handout of the workshop dates and times is available at Undergraduate Advising and is also at:

www.washington.edu/uaa/gateway/advising/majors/workshops.php

Counseling Center

The Counseling Center, 401 Schmitz, helps students who are choosing a major and/or career with individual and group counseling. Myers-Briggs and Strong Interest tests and group evaluation sessions are offered, as well as Values Identification and Clarification Workshops. Nominal fees are charged for testing and group and individual counseling.

More information, including a schedule of the Center's workshops and a number of links to self-help sites, is at:

depts.washington.edu/counsels/services/careerc/careerc.html

Career Center

depts.washington.edu/careers

The Career Center, 134 Mary Gates Hall, helps students clarify career objectives and organize a job search. Career counseling is available in liberal arts, business, education, engineering, and life sciences. The Center also has a minority job placement program. Before individual counseling, students should attend an orientation. Various short seminars on career choice and job search techniques are given each quarter. The Center maintains a library of occupational handbooks. Current employment opportunities, including internships, part-time student employment, and full-time jobs, are available to UW students and alumni through HuskyJobs.

The Career Center offers a 3-credit career-investigation course, GEN ST 350-D, Navigating Career Options. The Career Center also has WOIS, the Washington Occupational Information System, an Internet database of occupations in Washington, available for student use.

The Career Center's website has more information about their services and workshops, a calendar of current events, and a multitude of online resources for career exploration and job search.

Introductory courses

Perhaps the best way for a student to investigate a potential major is to enroll in a course. Almost any introductory course will give a student an idea of the subject area and methodologies of an academic discipline.

Many of the professional majors at the UW offer courses that provide an introduction to the profession. The courses listed on the next page are offered primarily to acquaint students with the types of problems encountered in a profession and the methods employed to solve them.

Example Introductory Courses

BIOEN 299	Introduction to Bioengineering
BIOSTAT/ STAT 111	Lectures in Applied Statistics
DPHS 201	Planning a Career in Dentistry
ENGR 100	Introduction to Engineering Design
ENV H 311	Introduction to Environmental Health
ENV H 111	Exploring Environment and Health Connections
ENVIR 201/2/3	Environmental Case Studies
ESRM 101	Forests and Society
FISH 101	Introduction to Fisheries Science
INFO/CSE 100	Fluency in Information Technology
OCEAN 200	Introduction to Oceanography
PSE 102	Paper, Society, and the Environment
REHAB 300	Introduction to Occupational Therapy
SOC WF 200	Introduction to Social Work Practice
SOC WF 300	Historical Approaches to Social Welfare
UCONJ 100	Introduction to Health Professions

In addition, students should check the quarterly course bulletins of the Experimental College and UW Educational Outreach.

Information sessions

A number of undergraduate majors, graduate programs, and professional programs offer information sessions each quarter for prospective students. The schedule of information sessions for the quarter is available as a handout at Undergraduate Advising and is at:

www.washington.edu/uaa/gateway/advising/majors/infosessions.php

SATISFACTORY PROGRESS

The 105-credit rule

Students who have completed 105 or more credits but have not declared a major are not allowed to register for the next quarter. Transfer students who enter with 105 or more credits are expected to declare a major before registering for their second quarter at the UW.

Students who are not able to declare a major before accumulating 105 credits must meet with an adviser. If the student is taking the appropriate steps toward applying to a major, and is preparing for alternative majors if the primary major is competitive, an extension is granted for a specific number of quarters. Students who have not declared a major when the extension expires must meet with an adviser again for a possible renewal of the extension. Undecided students are normally allowed only one or two quarters of extension to come to a decision.

Procedures

The change of major form is used to change the student's Premajor status to Extended Premajor status. Most students granted extensions are coded Extended Premajor, EPRMJ. Pre-Engineering students must see an adviser in the Engineering Advising and Diversity Center (301 Loew Hall) to be coded Extended Pre-Engineering (EXPENG). Pre-Business students must see an adviser in the Business School (137 Mackenzie Hall) to be coded Extended Pre-Business Administration (EXPBA).

The quarter in which the extension expires must be indicated on a change-of-major form. Extensions are granted through the quarter specified on the change-of-major form. Extension through winter quarter, for example, means that a hold will be placed on registration after the end of winter quarter. This means that a student whose premajor extension expires "winter" will be able to register for spring quarter. In fact (since we are allowing the student to register for spring quarter), the extension doesn't expire until the third week of spring quarter, to allow the student to drop and add courses at the beginning of the quarter.

The quarter in which a student's premajor extension expires appears on the SRF310 screen and the Overview tab in EARS.

Students interested in the following programs who will not be able to qualify before the 105-credit deadline should contact the departmental adviser about a possible extension:

- Asian Languages and Literature
- Dance
- Economics
- English
- Forest Resources, College of

- General Studies
- International Studies
- Law, Societies, and Justice
- Mathematics

Students interested in the following programs may contact either the departmental adviser or an adviser at Undergraduate Advising or the EOP Academic Advising and Counseling Center:

- Architectural Studies
- Art
- Art History
- Biology
- Business
- Communication
- Engineering
- Environmental Health
- Geography
- History
- Microbiology
- Music
- Philosophy
- Political Science
- Psychology
- Social Welfare
- Sociology
- Spanish
- Speech and Hearing Sciences
- Statistics

For extensions in all other programs, students should see an adviser at Undergraduate Advising or the EOP Academic Advising and Counseling Center.

Postbaccalaureate students

Students admitted as undeclared postbaccalaureate students are expected to declare a major by the time they have earned 30 credits past their last degree. Advisers may grant extensions beyond the 30-credit limit.

The 210-credit rule

A student is expected to graduate with no more than 30 credits over the minimum required, which is usually 180 credits. Unless a graduation application is on file, a registration hold is placed on students in the quarter in which the student will complete 210 credits, so that the student can't register for the next quarter. A student whose academic program will take more than 210 credits to complete must meet with his/her department adviser and develop a petition and graduation plan. Each UW college has designated a person or office to review the petitions.

Students who can complete their academic plans and graduate in two additional quarters, or 240 credits, are usually allowed to do so. A student who has in progress a major with highly competitive admission will usually be allowed to complete that major. Other plans will be evaluated considering time to graduation, the thoughtfulness of the plan, and institutional factors such as current University enrollment levels.

For more information, see:

www.washington.edu/students/ugrad/advising/aif/satprog.html#210

Excessive withdrawal

Students who have repeatedly registered and withdrawn from the University for many sequential quarters are given an ultimatum by the Registrar's Office that they must complete the classes they are registered for, or they will be subject to a hold on their registration. Permission to continue, if circumstances warrant, may require a letter of support from an adviser.

DECLARING A MAJOR OR MINOR

Before declaring a UW major, the student must meet any admission requirements established by the department. Many programs with admission requirements also have application deadlines. Consult the online Student Guide for the admission requirements.

The student who is declaring or changing a major initiates the “Change of College/School and Major or Minor” form (see sample on page 54) at his/her current advising office. Most premajors’ advising files are kept at Undergraduate Advising at the Gateway Center

The student then takes the academic file and change-of-major form to the new department’s adviser for approval. The new adviser, after signing the form, keeps the canary copy and the student’s file. The white copy of the form, fully signed, is then sent to the Registrar’s Office.

Pathways and types

In the New Major/Minor Code box on the change-of-major form there are spaces to list the pathway and type of the program being declared. Departments that offer several undergraduate programs have a different pathway code for each program. For example, ESS has pathway codes for their options in biology, environmental earth sciences, physics, and standard ESS. Bachelor degree types and their number codes are listed at the bottom of the form: Bachelor of Arts, Bachelor of Arts in —, Bachelor of Fine Arts, etc.

Declaring minors

There are no departmental admission requirements for minors at UW-Seattle. Any undergraduate with at least 90 credits can declare any minor, regardless of whether or not a major has yet been declared. Students may not declare a minor in the same department as their major. A student majoring in one college may declare a minor in another. A student at one UW campus may complete a minor at another UW campus (although they cannot officially declare it until submitting a graduation application). Postbaccalaureate students may not declare or be awarded minors.

The “Change of College/School and Major or Minor” form is used. If the only change is to declare or undeclare a minor, an adviser’s signature is not required.

DOUBLE MAJORS AND DOUBLE DEGREES

A student who wishes to declare a double major obtains the signatures of both departments. For example, a psychology major who decides to double major in psychology and history will submit a change of major form, changing from “Psychology” to “Psychology and History.” A student may be coded for up to three majors. Grade reports are sent only to the major listed first. Web registration recognizes all of a student’s declared majors, and will allow registration in classes restricted to any of those majors.

Double majors vs. double degrees

A double major is one bachelor’s degree with two majors. A double degree is two bachelor’s degrees granted simultaneously. A double degree requires $180 + 45 = 225$ credits.

A double degree is required, rather than a double major, when the two degrees are from different colleges. (The only exceptions are Oceanography, and Community, Environment, and Planning (CEP), either of which can be completed as a double major with any Arts and Sciences major.) A double degree is also required when the two majors have different degree names (e.g., B.A., B.S., B.F.A., etc.)

There is no way to “declare” a double degree; the student simply declares a double major, even if the majors are in different colleges, simply by obtaining the required signatures on the regular change of college/major form. To graduate with two majors from different colleges, however, the student must fulfill the requirements for a double degree.

More information about double majors and double degrees is at:

www.washington.edu/students/ugrad/advising/majordbl.html



UNIVERSITY OF WASHINGTON
CHANGE OF COLLEGE/SCHOOL AND MAJOR OR MINOR
 (UNDERGRADUATE AND POSTBACCALAUREATE)
 OFFICE OF THE REGISTRAR, BOX 355850
 225 SCHMITZ HALL

INSTRUCTIONS TO STUDENT

After completing any entrance requirements of the new department or college, pick up your records at your former department and have the departmental adviser sign this form. Take your records and this form to your new departmental adviser.

STUDENT NUMBER		PRINT NAME: Last (comma) First (space) Middle Initial			
0022222		SMITH, MARY ELLEN			
Change:	College or School	Department or Major	College or School	Department or Major	
From:	A+S	premajor	To: A+S	English	
If you are declaring or dropping a minor, complete the following section:					
College or School		Department or Minor		Declaration of a minor requires 90 credits and student signature only.	
A+S		Women Studies		<input checked="" type="checkbox"/> Declaring a Minor <input type="checkbox"/> Dropping a Minor	
Are you pursuing two degrees concurrently (requires a minimum of 225 credits or more)?					
The above changes are effective <u>Autumn</u> Quarter <u>2007</u> Year. (May not be retroactive).					
Check if member of HONORS PROGRAM <input type="checkbox"/>					
Student signature <u>Mary Ellen Smith</u>				Date <u>10-20-07</u>	

INSTRUCTIONS TO UNIVERSITY DEPARTMENTS

- Former department signs and gives records to student (or for Double Major, copy of records).
- New department completes the NEW MAJOR/MINOR CODE section, in order to be entered in the Student Database.
- After necessary signatures have been obtained, send white original to the Registration Office, 225 Schmitz, Box 355850. No copy will be returned.

NEW MAJOR / MINOR CODE					
1. Enter the new major abbreviation* and code the TYPE** in the boxes below.			If extended premajor, enter expiration quarter and year. Expiration occurs at end of quarter shown.		
COLLEGE	MAJOR ABBREVIATION*	PATHWAY	LEVEL***	TYPE**	
C	ENGL	00	1	1	QUARTER: [][] [][] YEAR: [][] [][]
2. For additional or third major or degree, enter the second major abbreviation* and code the TYPE** in the boxes below. Is this a double degree? <input type="checkbox"/> Yes <input type="checkbox"/> No			3. Is this a third degree? <input type="checkbox"/> Yes <input type="checkbox"/> No		
COLLEGE	MAJOR ABBREVIATION*	PATHWAY	LEVEL***	TYPE**	
[]	[][][][][][]	[][]	1	[]	COLLEGE: [][] [][][][][][] MAJOR ABBREVIATION*: [][][][][][][][] PATHWAY: [][] [][] LEVEL***: 1 TYPE**: []
For a minor, enter the minor abbreviation* below.			For a minor, enter the minor abbreviation* below.		
COLLEGE	MINOR ABBREVIATION*	PATHWAY			
C	WOMEN	[][]			
FORMER DEPARTMENT / SCHOOL OR COLLEGE			NEW DEPARTMENT / SCHOOL OR COLLEGE		
(School or college changes require the signature of the dean or designee).			(School or college changes require the signature of the dean or designee).		
Signature of adviser in department student is LEAVING <u>Aim Adviser</u>			Signature of adviser in department student is ENTERING <u>A. Mary Adviser</u>		
			If a double major is declared, signature of adviser in second department is required.		

UoW 1827 (Rev. 3/99)

WHITE - Registration Office, 225 Schmitz, Box 355850; CANARY - new department / college

* Use only official departmental alphabetic designations, pathway and type, as listed in the Departments, Majors and Degrees Report (issued quarterly to departments).

** Choose Code # for bachelor degree TYPE:

- | | | |
|--------------------------|---------------------------|----------------------|
| 1. Bachelor of Arts | 5. Bachelor of Science | 7. Bachelor of |
| 2. Bachelor of Arts in | 6. Bachelor of Science in | 8. Bachelor of Music |
| 4. Bachelor of Fine Arts | | |

*** Level 1 designates a bachelor's degree.

Fig. 1. Sample Change of Major form

CROSS-CAMPUS ENROLLMENT

Evening Degree Program

Students in the Evening Degree Program are not allowed to complete majors from the day program. They are allowed to complete minors from the day program; however, since students in the Evening Degree Program cannot, except by petition, take state-funded courses, they might find it very difficult to complete the coursework for a minor unless they had completed it prior to becoming an Evening Degree student.

A student in the day program may complete an Evening Degree Program major, but must officially switch to the Evening Degree Program by the quarter s/he graduates. (Neither of these situations is actually cross-enrollment.)

Seattle, Bothell, and Tacoma campuses

Although under certain restrictions (see page 28) students from one UW campus are allowed to cross-enroll in courses offered at another campus, students may not mix majors from the Seattle campus and the Bothell and Tacoma branch campuses. A student may not graduate with a double major, for example, if one of the majors is offered by the Seattle campus and the other by the Bothell campus.

A student who completes the requirements of two majors at different campuses may complete both degrees only by graduating from one campus and then applying for admission as a postbaccalaureate student at the other campus.

A student may declare a minor only if it is offered by his/her home campus. However, if a student completes the requirements of another campus's minor, the minor may be requested on the student's application for degree. Upon graduation, the minor and the campus at which the minor was earned will then be recorded on the student's academic record.

INFORMATION AVAILABLE ON THE INTERNET

Choosing a Major

www.washington.edu/uaa/gateway/advising/majors/intro.php

Choosing a Major, from the Undergraduate Advising at the Gateway Center website, includes lists of majors and minors, with links to the General Catalog text for each. There are separate charts of liberal arts majors, science and engineering majors, and professional majors, including admission requirements. There are links to pages on declaring a major, declaring a minor, rules and regulations about minors, satisfactory progress, double majors, and how to choose a major.

Workshops and information sessions

www.washington.edu/uaa/gateway/advising/majors/infosessions.php

This page displays the current schedule of information sessions about majors, preprofessional programs, and graduate programs.

Workshops on choosing a major

www.washington.edu/uaa/gateway/advising/majors/workshops.php

"Roadmap to Choosing Your Major" workshops, as well as other workshops about choosing majors, are listed on this page.

Email lists

www.washington.edu/uaa/gateway/advising/majors/maillinglists.php

A number of departments maintain email lists of current majors and send out periodic announcements of interest. Prospective students are usually welcome to sign up.

Counseling Center

depts.washington.edu/counsel

The Counseling Center's website includes a schedule of the Center's workshops, an archive of their newsletters, and a number of links to self-help sites.

Career Center

depts.washington.edu/careers

The Career Center's site has info about their services and workshops, and a calendar of current events.

