2017 Major Declaration Process

1. Read information on all three pages of this attachment.

2. Spring 2017 grades are projected to post by noon on **May 17, 2017**.

3. Advisors will begin checking current 2nd year students to determine if major declaration qualifications are met.
   - Can take up to 2 business days
   - **Wait for notification**

4. Students who meet ALL of the major declaration requirements will be notified via UTA email by **May 19, 2017** and provided a link to the online major declaration form.

5. Upon being notified that access to the online major declaration form has been granted, students will have until **June 2, 2017** to complete and submit online form.
   - **If the June 2, 2017 deadline** is missed, the next opportunity will be in August **after** the UTA Summer 11 week grades have posted and **based on space-availability**.

6. When major declaration has been processed, students will be sent an email notification and registration information. The major declaration process is then completed.

7. If you meet all of the requirements and are not contacted by our office by May 19, 2017, send an email to **arch.advising@uta.edu** immediately on May 22, 20167.

**DO NOT:**

- **Do Not:** Call or Email between May 17th and May 21st asking about major declaration – we will contact you.
- **Do Not:** Share link to major declaration form with others.
Major Declaration Requirements

1. Program core courses completed
2. 1st & 2nd year major courses completed
3. Minimum 2.8 GPA overall at UTA
4. Minimum 2.8 major GPA

For the GPAs, your UTA records must current reflect the minimum 2.8 GPAs.

Pending grade changes, etc. are not taken into consideration.

Once any pending activity has been finalized you can notify our office and we can proceed from there.

Emails and/or letters from instructors are not acceptable

**Transferred credits are not counted in either the overall nor major GPAs.**

**NO EXCEPTIONS**

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Transfer Classes

If taking a final core class at a school other than UTA:

- An unofficial transcript showing your final grade in the course(s) must be submitted to the SOA advising office before the major declaration process can begin.
- Emails and/or letters from instructors are not acceptable

An official transcript will need to be sent to UTA’s Office of Admissions for the credit(s) can officially post to your account.

**Transferred credits are not counted in either the overall nor major GPAs.**
Summer Classes

If taking a Maymester, Summer (etc.) class, either at UTA or elsewhere:

- After the UTA Summer 11 weeks grades have posted on August 22, 2016, the major declaration process will begin again.
- After June 2, 2017, acceptance into 3rd year is on a space-availability basis.
  - Not guaranteed admittance into 3rd year

If the requirements to declare major are not met at the end of the summer or the maximum capacity has been reached.....the next opportunity to declare major will be at the end of the Spring 2017 semester, given all requirements are met at that time.

Summer Trips / Study Abroad

- 3rd year rising students (2nd year students preparing to declare major for Fall 2017) are not eligible for any of the upper-level major courses offered during the Maymester, including the trips.
- Students interested in the Summer Study Abroad trips (Italy & Asia):
  - Must meet the requirements and declare major by the June 3rd deadline to be eligible to enroll into the upper-level classes for the trips.
  - At advising appointment, will be cleared for general registration and given permission to enroll into ARCH 2391 to hold spot in trip.
  - Upon completion of the major declaration process (by June 2nd deadline), student will be given permission to enroll in the upper-level courses for the trip and swap out of ARCH 2391.