2018 Major Declaration Process

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

2. Spring 2018 grades are projected to post by noon on **May 16, 2018**.

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 17, 2018** 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, 2018** to complete and submit online form.
   - **If the June 2, 2018 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 22, 2018, send an email to arch.advising@uta.edu immediately on May 22, 2018.

**DO NOT:**

- **Do Not:** Call or Email between May 17\textsuperscript{th} and May 21\textsuperscript{st} 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. 1\textsuperscript{st} & 2\textsuperscript{nd} 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

\textbf{Transferred credits are not counted in either the overall nor major GPAs.}

\textbf{NO EXCEPTIONS}

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.

\textbf{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 18, 2018, the major declaration process will begin again.
- After June 2, 2018, 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 2019 semester, given all requirements are met at that time.

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Summer Trips / Study Abroad

- 3rd year rising students (2nd year students preparing to declare major for Fall 2018) 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:
  - Must meet the requirements and declare major by the June 2nd deadline to be eligible to enroll into the upper-level classes for the trips.
  - At group advising appointment, will be cleared for general registration and given permission to enroll into ARCH 2391 to hold a spot in trip.
    - ARCH 2391-001 for Italy
    - ARCH 2391-002 for Austria
    - ARCH 2391-003 for Asia
Upon completion of the major declaration process (by the June 2nd deadline), student will be given permission to enroll in the upper-level courses for the trip and swapped into the application upper-level courses.

Students on trips who do not meet the requirements to declare major will remain enrolled in ARCH 2391 and will be responsible for working on meeting major declaration requirements upon returning from the trip.