

2019 Major Declaration Process

1. Read information on all three pages of this attachment.
2. Spring 2019 grades are projected to post by noon on **May 15, 2019**.
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, 2019** 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 **May 31, 2019** to complete and submit online form.
 - **If the May 31, 2019 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 17, 2019, send an email to arch.advising@uta.edu immediately on May 20, 2019.

DO NOT:

- **Do Not:** Call or Email between May 15th and May 17th 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

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:

- At group advising appointment, will be cleared for general registration and will need to enroll into alternate schedule.
- Will swap after meeting major declaration requirements.
- After the UTA Summer 11 weeks grades have posted on August 19, 2019, the major declaration process will begin again.
- After May 31, 2019, 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 2020 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 2019) are not eligible for any of the upper-level major courses offered during the Maymester or Summer, **including the trips**.
- Students interested in the Summer Study Abroad trips:
 - Must meet the requirements and declare major by the **May 31st** deadline to be eligible to enroll into the upper-level classes for the trips.
 - At group advising appointment, will be cleared for general registration.

- Will be pre-enrolled **into appropriate ARCH 2391 sections to hold a spot in trip.** Enrollment into both classes for the trip is **mandatory.**
 - ARCH 2391-001 & ARCH 2391-002 for Italy+
 - ARCH 2391-003 & ARCH 2391-004 for UTAAsia
 - ARCH 2391-005 & ARCH 2391-006 for Austria+
- Upon completion of the major declaration process (by the May 31st 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 sections and will be responsible for working on meeting major declaration requirements upon returning from the trip.