Major Declaration Application Closed

Pending Declaration System for UC Advisors

*Note: Advisors can help students initiate the declaration process when the application is closed but do **NOT** approve declarations until the system re-opens. Advisors are encouraged to save the automatic e-mail messages generated by the declaration system until the application re-opens.*

Certain majors in CHHS have a disclosure statement that the student must acknowledge as part of their declaration process. For the following majors, do not use the back-door method for this reason, instead make sure the student is declaring themselves. The majors are:

- *Bachelors of Social Work*

- *Athletic Training*

- *Recreation Therapy*

- *Healthful Living & Fitness Education*

- *Bachelors of Science in Nursing (pre-licensure)*

1) When the system is closed and you are meeting with a student that should declare, you will be able to log in to the <u>production</u> Declare Major application at this link:

https://itsappserv01.uncw.edu/DeclareMajor/default.aspx

NOTE: This "backdoor" method is only for UC Advisors & their UC advisees.

2) In the "Student UNCW UserName" field, enter the email of the student *without* the "@uncw.edu" suffix and click the corresponding button to proceed.
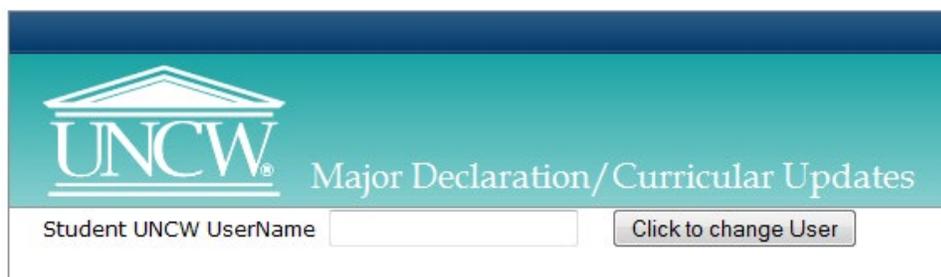
3) At the following welcome screen, click "Continue."

<div align="center">

Declaration of Major

</div>

Use this application to declare your major. Some restrictions apply. Be sure to **consult with your University College advisor** and/or run a **'what-if' degree audit** before making any changes to your major.

Please ensure that you select the Placeholder Cluster when declaring. This is done by selecting "Add Minor", then "CUCC - Placeholder Cluster UC". You are required to maintain a Thematic Transdisciplinary Cluster, in order to graduate from UNCW. This placeholder will act as a reminder to discuss with your new advisor.

If you have any questions please call the University College at (910) 962-3245 or uc@uncw.edu.

Select **Continue** to get started...

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4) The next page displays address how a change could affect your progress, this is more applicable to students already in their major that are changing their major. Click ok button.
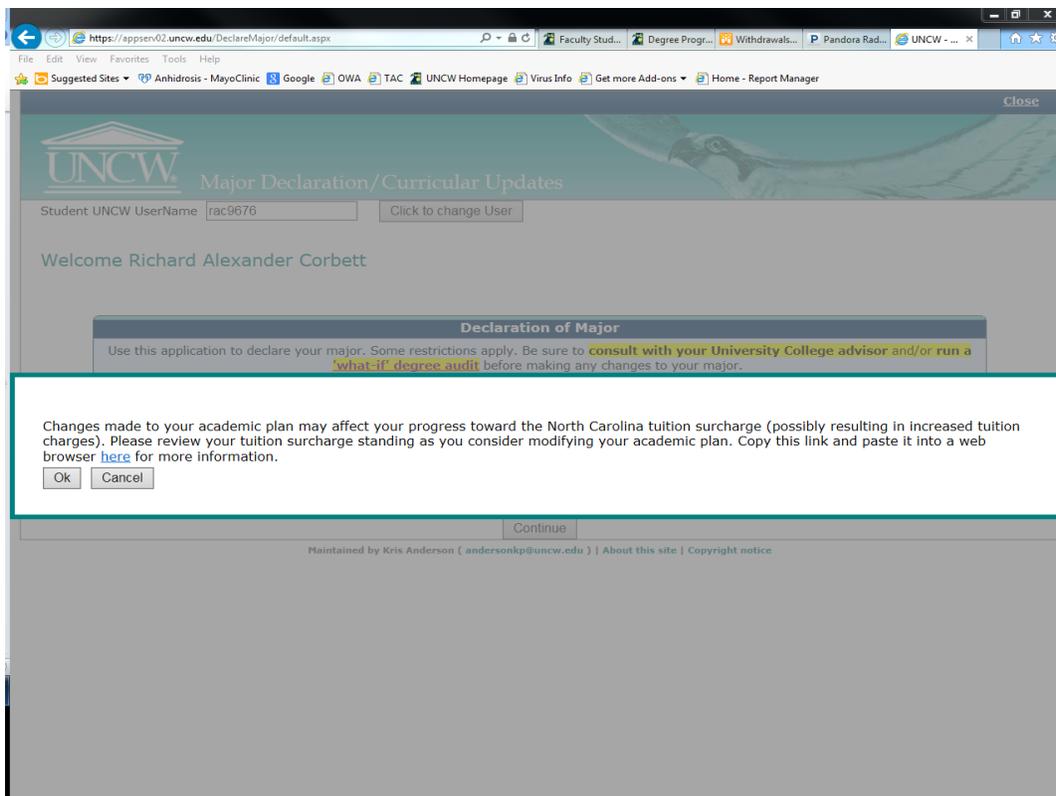
5) The next page displays the current academic program of study for the student you entered into the system previously. In order to declare the major for this University College student, click the "Declare Major" button.

My Academic Program of Study

Degree	**(Fall 2013)** University College Bachelor of Arts	1
Major	UC-Business	1
Cluster	Cluster-Undecided	**Remove Cluster**

Once you have completed all the changes you would like to your academic program of study, you <u>must</u> click the **Save Changes** button to initiate the change process. If you wish to clear your changes and start again, click the **Clear All Changes** button. If you no longer wish to proceed with a change, click the **Cancel** button.

Double Major?

If you are a double major, please ensure that you have **Set Primary** for the major you would like as your first priority. This will impact how your majors are displayed on your degree audit.

[Declare Major]   [Cancel]

Email My Current Advisor

* Understanding Degrees and Majors

6) Valid colleges, degrees, majors, and concentrations are then loaded from the appropriate catalog for that student. Make your selection from the lists provided and click "Declare Major." Some majors have concentration options that you may or may not have to choose. For example, Pre-Business you must choose a concentration as where Anthropology the concentration is optional.

Declare Major

Valid Catalogs: Fall 2013
Valid Colleges: Select a College
Valid Degrees: Select a Degree...
Valid Majors: Select a Major...

After you complete these steps and declare your major, you will be able to add your cluster and/or minor on the next page.

[Cancel]   [Reset]

Sample:

Declare Major

Valid Catalogs: Fall 2013
Valid Colleges: College of Arts & Sciences
Valid Degrees: Bachelor of Arts
Valid Majors: Anthropology
Valid Concentrations: Select a Concentration...

[Declare Major]   [Cancel]   [Reset]

7) The Academic Program of Study page will appear, updated with the catalog choices provided on the previous page. UC students must declare "Pre-" if their intended major has this option.

If a student wishes to declare a second major or an additional degree, you should choose "Add Major" or "Add Degree".

8) If s student wishes to add a minor, they may add it at the time or original declaration or later.

9) When a student has declared all desired majors and minors click the "Submit Changes" button.

At this point, appropriate users will be notified via email.

REMEMBER: DO NOT APPROVE DECLARATIONS WHILE THE APPLICATION IS CLOSED.