

How to Declare Double Majors as an Advisor

1. Go to <https://itsappserv01.uncw.edu/DeclareMajor/default.aspx> and input the student email address without the @uncw.edu in the field that says Student UNCW Username.

Student UNCW Username

Welcome Zackary W. Underwood

Enter a students UNCW Username into the textbox and click continue.

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2. Push Continue to Start declaring the student's major.. A pop-up screen may appear, click OK to proceed.

Declaration of Major

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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3. Click on Declare Major to select the student's major.

My Academic Program of Study

| | | |
|---------|---|--------------------------------|
| Degree | (Fall 2015) University College Bachelor of Arts | 1 |
| Major | UC-Finance | 1 |
| Cluster | Cluster-Unclassified | Remove Cluster |

Once you have completed all the changes you would like to your academic program of study, you **must** 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.

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- Choose the appropriate college, degree, major and concentration if applicable. Push Declare Major when finished.

Declare Major

Valid Catalogs:

Valid Colleges:

Valid Degrees:

Valid Majors:

Valid Concentrations:

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- If the second major is the same degree, such as a BA in Anthropology and a BA in Art History, then click on Add Major. If the second major is a different degree, such as a BS in Biology, then click Add Degree.

My Academic Program of Study

| | | | |
|--------|--|---|---|
| Degree | (Fall 2015) College of Arts & Sciences Bachelor of Arts | Add Major Add Minor Add Cluster Change Degree Remove Degree | 1 |
| Major | Anthropology | Add Concentration Change Major | 1 |


A student is required to have a minor or [Transdisciplinary Thematic Cluster](#). Please select **Add Minor/Cluster** above to choose a minor or cluster or if you are uncertain at this time you can temporarily postpone, by selecting **Add Cluster-Uncecided** for Bachelor of Arts Anthropology.

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6. You can change the primary major or minor by clicking on the Set Primary button. The primary major will determine which department in which the student will receive an academic advisor. Once finished, click on Submit Changes.

My Academic Program of Study

| | | | | |
|--------|---|---|---|---|
| Degree | (Fall 2015) College of Arts & Sciences Bachelor of Arts | Add Major Add Minor Add Cluster Change Degree Remove Degree | 1 |  Primary |
| Major | Anthropology | Add Concentration Change Major | 1 | |
| Degree | (Fall 2015) College of Arts & Sciences Bachelor of Science | Add Major Add Minor Add Cluster Change Degree Remove Degree | 2 | Set Primary |
| Major | Chemistry | Add Concentration Change Major | 1 | |

Once you have completed all the changes you would like to your academic program of study, you must 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.

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