

# Application to Declare or Change EDUCATION Major, Minor, and Advisor

1. Students are eligible to apply into acceptance into a major after one year of study as a full-time student or after the completion of 32 credits as a part-time student.
2. Students are eligible to apply for a minor after they have been received into their academic major.
3. Since requirements for admission to the major programs of various disciplines differ in terms of courses, GPA, entrance exams, and other demonstrations of ability, students should check the requirements listed in the College Catalog found on the College's web site.
4. Complete Sections A, B, and C as needed and **return this application form, signed by the current advisor, with the student's advising file to the Registrar's Office.** The Registrar's Office will forward this application to the declared department for review.

Student Name \_\_\_\_\_  

Last
First
Signature
Student ID Number

<b>SECTION A: EDU Major Declaration(s)</b>	<i>Date:</i> _____
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*Is this a change?*     Y    N

**Primary Major**

I wish to declare the following EDU Major \_\_\_\_\_

**Secondary Major**

I wish to declare the following EDU Major \_\_\_\_\_

**Tertiary Major**

I wish to declare the following EDU Major \_\_\_\_\_

Select one of the following:     BA     BS     HONORS/BA

Earned Credits \_\_\_\_\_ Cumulative GPA \_\_\_\_\_

(Credits Completed and Cumulative GPA can be found on your unofficial transcripts at [https://my.wlc.edu/ICS/Academics/.](https://my.wlc.edu/ICS/Academics/))

<b>SECTION B: EDU Minor Declaration(s)</b>	<i>Date:</i> _____
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*Is this a change?*     Y    N

**Primary Minor**

I wish to declare the following EDU Minor \_\_\_\_\_

**Secondary Minor**

I wish to declare the following EDU Minor \_\_\_\_\_

**Tertiary Minor**

I wish to declare the following EDU Minor \_\_\_\_\_

<b>SECTION C: Change of Advisor</b>	<i>Date:</i> _____
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\*To be used when declaring a major or when changing advisors within a major.

Requested Advisor \_\_\_\_\_  
Advisor Name Here

Current Advisor \_\_\_\_\_  
Advisor Name Here

Reason for Change \_\_\_\_\_

<b>SECTION D: OFFICIAL USE ONLY</b> (The current advisor signs below for initial authorization to declare a major, minor, or authorize an advisor change.)
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The undersigned staff and disciplinary faculty authorizes the declaration or change in major, minor, or of faculty advisor. Please note that the EDU Department may only sign and approve of EDU majors and minors.

**\*Current Advisor**

<b>*Registrar</b>	Print Name	Signature	Date
<b>Assigned Advisor</b>	Print Name	Signature	Date
<b>Authorizing Faculty</b>	Print Name	Signature	Date
<b>Authorizing Faculty</b>	Print Name	Signature	Date
<b>Authorizing Faculty</b>	Print Name	Signature	Date
<b>Authorizing Faculty</b>	Print Name	Signature	Date

## Procedures for declaring a major

**Students are eligible to declare a major after the completion of the first year as a full-time student or upon completion of 32 credits as a part-time student. Transfer students who have successfully transferred to WLC after at least one year of college as a full-time student or 32 credits as a part-time student may declare their major after one semester of academic study at WLC.**

1. At such time as a student is ready to declare a major, the student should obtain a major declaration form from the Registrar's Office or from the myWLC portal. The student shall take this to his/her advisor to discuss the intended major.
2. Assuming the advisor concurs with the student's decision, the advisor will return the application and the student's advising file to the Registrar's Office. The Registrar's Office will perform a degree audit, review the contents of the file and if necessary, insert any missing. The Registrar's Office will then deliver the complete advising file to the requested advisor or department chair in the major discipline.
3. Members of the discipline will arrange an appointment with the student for an interview to discuss the academic and career goals the student wishes to pursue through the major, to review the preparation and background of the student, to determine if there are any support services which would be required, and to provide academic advising related to the expectations of the discipline. Prior to the interview, all full-time members of the discipline should review the contents of the application file.
4. Following the interview, all full-time members of the major discipline should meet to vote on the application of the student and to assign one member of the discipline to serve as the student's major advisor. A majority of full-time members of the discipline must vote to approve admission into the major program before a student can be considered "declared." Signatures of the approving faculty must be placed on the application form before it is returned to the Registrar's Office. Departments must act on applications within 30 days of their receipt from the Registrar's Office. The Registrar's Office will follow-up with the department after the 30 day buffer period has expired.
5. If the student is accepted into the major, the advising file remains in the possession of the assigned major advisor. If the student is not accepted into the major the advising file is returned to the Registrar's Office, with a rationale for the denial to be kept in the student's file. The department will notify the student of their denial by campus mail or email immediately after the student has been denied. The Registrar's Office will return the advising file to the advisor.
6. The original copy of the application form is kept in the student's academic file in the Registrar's Office's office.

## Procedures for declaring a minor

**Students may declare a minor AFTER they have been accepted into their major. The following procedures are to be followed.**

1. At such time as a student is ready to declare a minor, the student should obtain a major declaration form from the Registrar's Office's Office or from the myWLC portal. The student shall take this to his/her advisor to discuss the intended minor.
2. Assuming the advisor concurs with the student's choice of minor, the advisor will forward the completed application to the Registrar's Office who will attach a minor degree audit form and will fill in the grades for all courses that apply toward the minor. The Registrar's Office will send the application and minor audit form to a member of the discipline to which the application is addressed.
3. The full-time faculty in the minor discipline should meet to review the application. If additional information is needed, the student's major advisor may be asked to "loan" the advising file for the purpose evaluation. An optional interview might be scheduled with the student to discuss interests, disciplinary expectations, etc., but is not required.
4. All members of the minor discipline should vote on the acceptance of the student into the minor. A majority of the faculty must approve the application and affix their signatures to the application before the student can be considered "declared." Departments must act on applications within 30 days of their receipt from the Registrar's Office. The Registrar's Office will follow-up with the department after the 30 day buffer period has expired.
5. If the student is accepted into the minor, the completed application is to be sent to the Registrar's Office, and the advising file returned to the major advisor. If the student is not accepted into the minor the advising file is returned to the major advisor, with a rationale for the denial to be kept in the student's advising file, and a copy being sent to the Registrar's Office to be placed in the student's academic record. The department will notify the student of their denial by campus mail or email immediately after the student has been denied.
6. The Registrar's Office will place the original, completed application in the student's academic file.