W#: _____

Name:_____

Phone Number: _____

Program of Study Declaration

We recommend that you work with a Concurrent Enrollment Advisor and Financial Aid Advisor prior to declaring or changing your major because changing your major can have a negative impact on current or future federal financial aid.

Credential Type	Term Effective	Catalog Year (i.e., 19-20)	Declaration Type
☐ Associate of Arts (AA) ☐ Associate of Science (AS) ☐ Certificate of Completion (CC)	☐ Fall ☐ Spring ☐ Summer	_____	☐ Secondary degree (declared in addition to your bachelor's or associate's, standard process) ☐ *Primary degree (replacing current declaration) ☐ *Switch between AS, AA or CC of General Studies ☐ Update catalog

*Student should check with Financial Aid before choosing these options

I understand that I am choosing to change my major and have discussed any financial implications with Financial Aid.

Student Signature: _____ Date: _____

FOR OFFICE USE ONLY

Checked ID☐ Advisor Signature: _____

Dept. Approval:

Notes:_____

8/12/19

For Concurrent Enrollment students seeking to earn a credential, submit your completed form to CEadvising@weber.edu using your Wildcat email.

When filling out the form, please:

1. Fill in your contact information: **Name, W#, Phone and Date**

2. Select the **Credential Type**. Choose either the Credential Certificate of Completion, the Associate of Arts (AA) degree (which has a foreign language requirement), or the Associate of Science (AS) (which does not have a foreign language requirement. Contact CEadvising@weber.edu if you have question about which one to choose.

3. Select the **Term Effective**: Typically, this is the current semester, or the semester that you are declaring your degree (please choose only one).

4. Fill in the **Catalog Year**. This is the academic year in which you are declaring your major (example: 2019-20). The new catalog year starts in the summer semester. It is important to include the correct catalog year, as requirements can change (Email CEadvising@weber.edu if you need help determining your correct catalog year).

5. Select one **Declaration Type**
   a. Select Secondary degree if you are adding on the General Studies Credential as a secondary degree in addition to your primary declaration (typically adding one of these credentials underneath your bachelor's degree)

   b. Select Primary degree if you want to override your current primary degree with an AS/GS or AA/GS. This may have financial aid implications. Please check with financial aid before pursuing this declaration.

   c. Select Switch between AS, AA or CC if you want to keep your General Studies declaration but want to switch your credential/degree type (Example: switching from an AA/GS to an AS/GS).

   d. Select Update catalog year if you want to update your current declaration. Use this if your current declaration is over 3 years old, or if you would like to update to the current catalog year.