

## Ready to declare your major?

Just follow these steps!

Step 1: Complete the Advisor Preference Form online.

- Recommended! Meet with your intended major advisor BEFORE completing the preference form.
- The Advisor Preference Form is found on the Academic Advising Forms website. <https://www.agnesscott.edu/academicadvising/forms.html>. [Academic Advising Forms website shows links to a list of forms. The first section is labelled “GENERAL ADVISING FORMS.” The first form listed in this section is the “Academic Advisor Preference Form” discussed in this video.]
- Rank several major advisers in order of preference.
  - Looking for a list of advisors in your major? A list is linked to on the advisor preference form. [A screen capture is shown of the Advisor Preference Form. There is a section on the form labelled “Advisor Preference.” Within the paragraph following this section heading is a link to the full list of eligible advisors. In the screen capture, this link is circled in yellow.]

[An image of a clock with hands turning to indicate the passage of time is shown] Step 2: Receive an email with your assigned advisor! (may take 1-3 weeks)

Step 3: Get the Academic Program Declaration Form from the Registrar’s Office or online (<https://www.agnesscott.edu/registrar/current-students/registrar-forms.html>)

- Make an appointment with your major advisor [An image of a calendar with pages turning is shown]. Fill out the form together.
- Both you and your major advisor will sign the form. [Screen capture of the top part of the Academic Program Declaration Form. The form asks the student to fill in their name, ASC ID, signature, and date. Below this section is a chart where the student checks a box to indicate whether they are adding, changing or removing a major. There is a box requesting the student identify their primary major. Below this chart is another box asking for the major advisor to print their name and sign the form.]
- Don’t forget to choose your specialization. [Screen capture of the bottom half of the Academic Program Declaration Form. There is a chart labelled “SUMMIT Specialization Declaration: Choose one. Below this text are 2 check boxes, labelled “Leadership Development” and “Global Learning.” There are purple arrows pointing to each specialization with the word “or” in the middle, indicating that the student should select one box or the other.]

Step 4: Turn the signed form in to the Registrar’s Office.

Congratulations! You have declared your major! [A thumbs up is shown.]

Remember, your SUMMIT Advisor is here to help with any questions. [A SUMMIT Advising logo shaped like a compass is shown.]