

# DECLARE MAJOR CHECKLIST

Goal: For FYES Program students to declare major by end of spring quarter. Below are the steps and checklist to explain this process.



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## READY TO DECLARE YOUR MAJOR?

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- Meet with current FYES Advisor:** Have you been following the plan of study and communicated to your FYES advisor what major you have decided on? If you have not done so already, set up an appointment ASAP to meet with your current academic advisor.
- Research:** Review the degree requirements for your intended major/concentration and use the ‘What-If’ tool in Degree Works on your DrexelOne portal, be prepared to discuss with your advisor.
- Talk to a Career Counselor:** Does the major you’ve chosen align with your career interests and passions? If in doubt, speak with the FYES team and the First-Year Career Counselor in Steinbright.
- Check your Co-op Cycle:** Check your current Co-op cycle, 4-year vs 5-year, are you considering making a change? If so, please be sure to communicate that when meeting with your academic advisors – outgoing FYES and chosen major advisor. Check with Drexel Central regarding any impact to financial aid.

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## WHAT’S NEXT?

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- Meet with Department Contact:** During weeks 8 – 10 of Spring Quarter, meet with Department contact for your intended major to talk about changing your major and review the courses completed to date along with asking about your plan of study going forward. Inquire about recommendations for summer course work if that is needed.
- Meet with Your FYES academic advisor:** Your FYES advisor will provide you with the correct contact person you need to meet with to complete the change of curriculum form (CCS) and transition into your major effective for **Summer Term**.
- Make sure the change is effective for Summer Quarter:** It’s important the change be **effective for Summer** so you are in your major when your fall registration time-ticket opens (August, 2019) to self-register for fall courses.
- Review Co-op cycle with your new advisor:** Be sure to ask your new advisor to review your Co-op cycle with you. If you want to make a change, now is the time to do so.
- Prepare for your future in your new major:** Discuss course selection for the fall with your new advisor, be prepared to register over the summer, and always know that staff is here to assist if needed. Be sure to obtain your new academic advisor’s contact information – ask for a business card.

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## FINAL STEPS

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- Approve your Change of Curriculum and Status:** Once the change of curriculum (CCS) form is done by your new advisor or department contact in the college you are transitioning to, you will be sent an e-mail with a link to approve the change and should do so as soon as you receive it. **The change of major will not go into effect until or unless you do this!**
- Check your Academic Success Team during Summer Term:** Check your Academic Success Team on your Drexel One portal once Summer term begins (after June 24<sup>th</sup>), your new major should be in place and new Academic and Steinbright Advisors should appear there as well, if not reach out.
- Keep in touch!** We love to hear from our FYES Program students, **the door to our Suite is always open to you!**