Major & Minor Declarations (and Removals) Workflow Instructions for Students

1) To submit a Declaration form, visit https://etcentral.austincollege.edu/#/form/12. Log in using your normal AC user name and password. If you receive a "Federation Consent" message when you log in, click "yes."

2) Your name, AC ID, and the date will automatically appear. Please enter the Year & Term you started at AC (not the semester you're submitting the form), because this information tells us your Catalog year and what degree requirements you have.

AUSTIN COLLEGE

Major & Minor
Program & Declaration Changes

Name

Your Name

Austin College ID Number

Your AC ID Number

After beginning classes for the second term at Austin College, students can declare majors and minors (separately or in tandem) at any time after the first term is completed in consultation with their Faculty Mentors. All students must have at least 1 major/minor or major/major combination declared at the point in which 15 course credits are completed to ensure progress to graduation from Austin College.

Date

Date

Year/Term of Entry to Austin College(i.e. 20/FA)*

20/FA (Your first semester at AC)

* The term of entry determines the default catalog year for a student. Students can elect to follow a catalog year that begins any time after matriculation as deemed appropriate in consultation with a Faculty Mentor or Department Advisor.

Mark all of the options below that apply to this form. Then complete the "LIST" information as listed in the degree program as found in the Austin College Bulletin to ensure proper application of degree programs to the student record.

If it is an individually-designed program be sure to indicate that below with the title and attach the Individually-Designed Program of Study Prospectus Form with initial declaration.

Examples:
Currently Undeclared and now declaring a major: Check Declare Major and list the major.
Changing Majors: Check Remove Major and choose the major you wish to change. Then check Declare Major and list the major.
See the Registrar's Office web site for assistance.

Students must declare a major (other than Undeclared) before a minor can be declared.

Changes in catalog year for existing programs must also be filed for proper graduation auditing.

3) Choose from Declare Major, Remove Major, Declare Minor, and Remove Minor. All can be completed from this form. Once you click a box, the corresponding Field will appear. If you have a major already declared, it will appear filled in.
To select a new major or minor, click in the blank box and a menu will show all the Major or Minor options.

Action Type

☑ Declare Major   ☐ Remove Major   ☑ Declare Minor   ☐ Remove Minor

Major Declaration

First Major

If you have a declared Major, it will appear

Second Major

If the box is blank, click into it for a menu of Majors to choose from

Third major

Minor Declaration

First Minor

If you have a declared Minor, it will appear

Second Minor

If the box is blank, click into it for a menu of Minors to choose from

4) At the bottom of the screen, you can upload an attachment to the Declaration e-form (optional) and when the form is completed, select Submit. The form will be routed to your Mentor for approval and then to the Department Chair(s) and/or Program Director(s) for the program(s) you've chosen.

✓ Submit   📎 Attachments   ↓ Download   🖨 Print
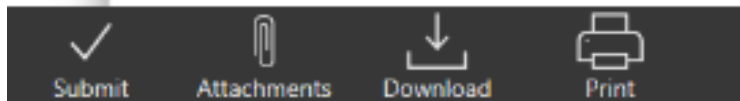
Special note:

Once you have submitted your declaration, it must go to your mentor and applicable department chair(s) or program director(s) before the Registrar's Office can process it and it appears in your Program Evaluation. You can check on the progress of the declaration form through the Workflow by selecting the form in your Activity folder and opening "History."