

INSTRUCTIONS FOR DECLARING YOUR MAJOR

- I. First-year freshmen should go to the Center for Student Success and First Year Experience on the 3rd floor of Martindale to declare a School of Applied Sciences major.
- II. Make sure you have a 2.0 overall and resident GPA. If you lack the minimum GPA requirements in either area, you cannot declare a major within the School of Applied Sciences. You may take courses within the major, but only those courses which are not designated as “majors only.”
- III. Complete Change of Major Request form (attached).
 - If you are declaring Paralegal Studies, Criminal Justice, Recreation Administration or Communication Sciences and Disorders, and you know what you want to minor in, be sure to list it on the form. If you aren’t sure yet, leave it blank.
 - If you are declaring Criminal Justice, you must select one of the three areas of emphasis.
 - If you have already completed another bachelor’s degree or are currently working on another bachelor’s degree, please list it on the form.
- IV. Read and sign the Important Policies sheet (attached).

IMPORTANT NOTE: Students declaring a major within the School of Applied Sciences are automatically subject to the degree requirements (including minor requirements) in effect at the time the student officially declares the major.



THE UNIVERSITY OF MISSISSIPPI

SCHOOL OF APPLIED SCIENCES

IMPROVING HEALTH AND WELL-BEING, ONE STUDENT AT A TIME.



CHANGE OF MAJOR REQUEST FORM

First Name	Middle Initial	Last Name
Student ID		Date of Request
Telephone Number		E-mail Address
Requested Major	Minor (<i>Paralegal Studies, Criminal Justice, and Communication Sciences and Disorders Majors only</i>)	
<i>Criminal Justice Majors only</i> (check one): <input type="checkbox"/> Corrections Emphasis <input type="checkbox"/> Homeland Security Emphasis <input type="checkbox"/> Law Enforcement Emphasis	<i>Recreation Administration Majors only</i> (circle one): Minor: <i>Biological Science, International Studies, Economics, English, Geology, Journalism, Political Science, Psychology, Public Policy Leadership, Accountancy, Business Administration, Sociology, a modern language</i> _____	
<i>If this is a second degree for you, please list your other undergraduate degree</i> _____ _____		

Signature

Date



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OFFICE OF THE DEAN



IMPORTANT POLICIES

Course Withdrawal Policy

Students may add and/or withdraw from classes by computer before the published deadline. These deadlines and other important dates are listed on the University homepage at <http://www.olemiss.edu/depts/registrar> under Academic Calendar. Students are responsible for knowing these dates and adhering to these deadlines. Applied Sciences students will not be allowed to withdraw from a course after the withdrawal deadline.

Policy on Transfer Courses and Dual Enrollment

Applied Sciences students must receive written permission from the School of Applied Sciences Dean's Office prior to enrolling in courses at another institution. Unapproved transfer courses will not be accepted. Students are not permitted to be dually enrolled, i.e., enrolled in courses at UM as well as at another school during the same semester.

First Day of Class Attendance Policy

Students must attend the first meeting of every course for which they are registered unless prior approval is obtained from the instructor. Without such approval, a student may be dropped from a course by the dean of the school responsible for the course if the student is absent from the first class meeting.

Communications Policy

The School of Applied Sciences sends important announcements about graduation and other important information via the student's UM e-mail address. It is the student's responsibility to make arrangements with the Help Desk in Weir Hall to forward UM e-mail to Yahoo, Hotmail or any other accounts if the student chooses not to use the one provided by the University of Mississippi.

Student's Ultimate Responsibility

The adviser's primary role is to assist a student during registration periods in selecting courses appropriate for his or her degree program. In addition, the academic adviser is available throughout the student's entire course of study to discuss future plans or possible academic difficulties. ***Students are reminded, however, that the adviser's role is only to give advice. The ultimate responsibility for meeting all degree requirements rests with the student.*** Each Applied Sciences student is expected to be familiar with the catalog requirements that apply to all UM students as well as those of the student's chosen degree. If in doubt concerning requirements, authoritative information may be obtained from the Office of the Dean of Applied Sciences.

I acknowledge that I have read and understand the policies above.

Student's Signature/ ID Number

Date