College of Individualized Studies
Undergraduate Program Declaration Form

Student Information

Date: _______________ StarID or Student TechID: ________________ Current Advisor: ________________________________

Last Name: ___________________________ First Name: ___________________________ M.I.: ______

Phone: H ___________________________ W ___________________________ Cell ___________________________

Address: ___________________________ (Street/City/State/Zip)

Campus E-mail Address: ___________________________ @metrostate.edu

(Notification will be sent to your campus e-mail address)

Program Selection

1. Check only one: This is a □ First Major □ Second Major □ Change of Major ___________________________

□ First Minor □ Second Minor □ Change of Minor ___________________________

Previous Major

Previous Minor

2. Please select only one major or minor per form (e.g. if you are declaring both a program and a minor, you will need two forms).

Major

Individualized Degree (0078 BA)

Concentrations (select one)

□ Aviation Management (0078 w/concentration ID 0073 BA)

□ None (0078 BA)

Minors

□ Community Organizing and Development (0120)

□ Civic Engagement (0154)

Required Signatures

Student Signature: ___________________________ Date: ____________

College/School Approval: ___________________________ Date: ____________

For Office Use Only

□ Entry has been made in ISRS

□ Document has been scanned

□ Effective Year/Term ____________ □ Advisor Assignment __________________ Form date: 08/07/2015

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A member of the Minnesota State Colleges and Universities System
College of Individualized Studies

Student Directions for Submitting the Program Declaration Form

Please consult with your advisor prior to completing this form.

1. Complete Student Information section of the form. Notifications and additional requests for information will be sent to your Metropolitan State University email account. So, be sure to include it.

2. Select only one program from the list of majors, minors, certificates and licensures under Program Selection. You will need one form for each program you are declaring. That is, if you are declaring both a major and minor or other program, you will need one form for each program. Please note: there are seven Program Declaration Forms (one for each college/school), if the program you are looking for is not on this form, it may be listed on one of the other forms.

3. Sign the form in the Required Signatures area and submit by mail, fax or as a pdf through your Metropolitan State University email account to:

   College of Individualized Studies  
   Metropolitan State University  
   700 East Seventh Street  
   St. Paul, MN 55106  
   Phone: (651) 793-1783  
   Fax: (651) 793-1789  
   Email: Jane.krueger@metrostate.edu

Please Note: If you have been arrested, charged or convicted of any criminal offense, you should investigate the impact that the arrest, charge or conviction may have on your chances of employment in the field you intend to study or on your chances to obtain federal, state, and other higher education financial aid.

Office Staff Directions for Processing the Program Declaration Form

College or School receiving the Program Declaration Form

- Request student file, if necessary;
- Review application to the program, and sign to approve, if appropriate;
- Update advisor assignment in ISRS (ST2104UG) Area Study/Int tab;
- Add “Effective Year/Term” and “Advisor Assignment” on the bottom of the first page of this form;
- Update college/division listed in ISRS (ST1107UG) if necessary;
- Add any cohort and/or program codes used by the program;
- Forward the Program Declaration Form to the Registrar’s Office;
- For majors, forward a DARS report showing major requirements for students that have DARS records or an approved Major Checklist to the Registrar’s Office.

Registrar’s Office

- End date previous programs on the Area Study/Int tab in ISRS ST1100UG or ST1001UG as appropriate (do not end the first program if this is the second program at that level);
- Enter new declared program, appropriate rank, and in the comments note “verified” with your initials and the current date (mm/dd/yyyy), example “verified dj 08/07/2015.”
- Check the override box in the lower left corner of the screen and store.
- Verify that the major has been accepted and perform any needed actions for errors.
- Verify that admission category on the Adm/Enr tab in ST1100UG or App/Admit tab of ST1001UG is consistent with the students program status.
- Enter major course equivalencies and exceptions into DARS if required.