School of Urban Education
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 Certificate or Licensure ☐ Second Certificate or Licensure ☐ Change of Certificate or Licensure __________________
□ First Minor ☐ Second Minor ☐ Change of Minor ____________________________
Previous Minor __________________

2. Please select only one major, minor, certificate or licensure program per form (e.g. if you are declaring both a major and a minor, you will need two forms). Programs with an asterisk * have separate acceptance and/or application requirements; check with a program advisor for more information about acceptance to these programs.

Urban Education Majors
☐ Urban Early Childhood Education (0108 BS)*
☐ Urban Elementary Education (0121 BS)*

Urban Education Minors
☐ English as a Second Language (0159)

Required Signatures
Student Signature: ____________________________ Date: ______________

College/School Approval: ____________________________ Date: ______________
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 the form for another college or school.

3. Sign the form in the Required Signatures area and **submit this form along with a copy of your Degree Plan Form** to the appropriate office as listed below:

4.

   School of Urban Education  
   Metropolitan State University  
   1450 Energy Park Drive, Suite 100A  
   Phone: (651) 999-5920  
   Fax: (651) 999-5935

**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.
- Verify that the college or school is consistent with the program in ST1107UG.
- Enter major course equivalencies and exceptions into DARS if required.