

**COLLEGE AND MAJOR TRANSFER REQUEST
FOR CURRENTLY ENROLLED AND CLASSIFIED STUDENTS ONLY
COLLEGES OF ARTS AND SCIENCES**

1. Complete the following:

Gender: Female Male

Student I.D. No.	Last Name	First	Middle	Home Phone No.
Local Address			Zip code	Business Phone No.

I am currently registered in:

		(1) _____
College (Org Structure)	Degree (Ed Obj)	(2) _____ (if applicable)
Major (Curriculum/Pgm)		

I wish to:

declare *change to* *add* ⁺ *drop* _____
See additional 2nd major **Major**
information below

If approved, I will be in:

ARTS & SCIENCES	BS	(1) Marine Biology
Degree		(2) _____ (if applicable)
Major/Concentration(if applicable)		

Note:

List non UH Manoa colleges attended with dates*: _____

- *2. If transcripts of all other colleges are not available on the UHM computer system, you must have them sent to A&S Student Academic Services, Hawaii Hall, Room 108.
- 3. Please consult your departmental adviser on major requirements, have him/her complete the department section (reverse side); return this form to Hawaii Hall, Room 108.
- 4. If you wish to be considered for admission into the requested program in time for the registration period for continuing students, this form and all required documents must be submitted by **April 1** for Fall and by **Nov. 1** for Spring semester.
- 5. Changes of major and or major concentration within Arts & Sciences will be effective immediately upon approval. Transfers into Arts & Sciences from another college or school, approved by the third week of classes, will be effective for that semester. Later requests will be for the following semester. (Note: These deadlines are effective unless otherwise specified by the Major Department).

Date: _____ Your signature: _____

⁺ADDITIONAL INFORMATION

If you are **ADDING A SECOND MAJOR IN ARTS & SCIENCES** or **REQUESTING A CONCURRENT DEGREE IN ARTS & SCIENCES**, you need to attach the following to this "College and Major Transfer Request":

- 1. A **typewritten statement that has been signed and dated**. The statement should address the following questions: why do you want to add the second major or the concurrent degree program; what educational benefits do you expect to gain from this addition to your program; how do you think this addition will enhance your career objectives? This statement must be **typed, double-spaced, and concise** (no longer than one page).
- 2. Evidence of academic planning. You may need to attend a JUMP or GRAD session to develop an academic plan to determine the sequence of courses you need to complete for graduation. Or if you've already attended a session, then **attach an academic plan worksheet** to show how you will be completing your course work for graduation.

Student's Name: _____ I.D. No.: _____

TO DEPARTMENT: Please advise this student regarding your curriculum requirements, complete this form, and have the student return this form to A&S Student Academic Services, Hawaii Hall 108.

The student named above has been advised about requirements for a BS Degree

in Marine Biology Major and is subject to major requirements
Major Concentration (if any)

in effect _____ sem/year. The student IS recommended for admission into the program.
is/is not

Remarks: _____

Department: Biology Program Signed: _____ Chairperson/Adviser _____ Date _____

DO NOT WRITE BELOW THIS LINE

ENTERING COLLEGE

Rec/Trans. received on _____

Col/Curr Transfer _____ Approved

Effective _____ Not Approved

Remarks _____

Signed _____

Dean, Student Academic Services

EXITING COLLEGE

Rec/Trans. forwarded on _____

Remarks _____

Date _____

Signed _____

Dean, Student Academic Services

ISIS DATA (38) _____ Ed Level

(25) _____ Ed Obj

(90) _____ Org Struc/College

(91) _____ Curriculum/Program