How to Declare Your Major
Between November 30, 2015 – February 26, 2016
Undergraduate Studies

COLLEGES WITH ADMISSIONS PROCEDURE

For the following colleges you must apply and receive a written acceptance before you can declare your major. Follow instructions below and bring student ID to Miller Hall.

BUSINESS AND ECONOMICS

Before you apply – See admission standards here:
http://gatton.uky.edu/Undergraduates/Content.asp?PageName=UCurrentUKStudents
How to apply – Visit this link and complete the application process:
http://mygatton.uky.edu

Now What? – If you are accepted, you will receive an email as verification of admittance into B&E. Immediately bring your notification to 109 Miller Hall and tell the receptionist that you would like to declare a major. You will be asked to fill out a survey and will be given paperwork to deliver back to 100 Gatton. Once you have delivered the paperwork to B&E you will be assigned an advisor in the college. You must arrange a meeting with your B&E advisor to finalize the process.

COMMUNICATION AND INFORMATION

How to apply – Apply online at: http://ci.uky.edu/ci/forms/application-college-communication-and-information-lower-division-com-isc-jou-mas-ict

Now What? - If you are accepted you will receive an email to print and bring to 109 Miller Hall. Bring this copy of email to the front desk and tell the receptionist that you would like to declare a major. You will be asked to fill out a survey and will be given paperwork to deliver back to 107 Grehan Journalism Building.

DESIGN

How to apply – Pre-majors are only admitted for the fall semester.

• Interior Design pre-majors should visit
http://www.uky.edu/design/index.php/info/category/undergraduate_admissions/ to apply.
• Architecture pre-majors must complete 3-4 projects as part of the selection process. Students will need to complete an application form and pay a materials fee to sign up for the personal portfolio. To apply; complete the application at
http://www.uky.edu/design/index.php/info/category/undergraduate_arc_admissions/
• All necessary materials will be mailed upon completion of the application.

Now What? - Bring proof of acceptance along with student ID to 109 Miller Hall where you will receive further instruction on finalizing the major change.

ENGINEERING

Before you apply – You may apply for admission to the College of Engineering if you have a UK cumulative GPA of 2.0 or higher AND you have the prerequisites to enroll in, or have completed, MA 110.

How to apply – Fill out application here: http://www.engr.uky.edu/admissions/changing-majors-into-engineering/

Now What? – If you are accepted, you will receive a notification from engineering. Bring this notice to the front desk at 109 Miller Hall and tell the receptionist that you would like to declare a major. You will be asked to fill out a survey and will be given paperwork to deliver back to 373 Ralph G. Anderson
Mechanical Engineering Building. Once you have delivered the paperwork to engineering you will be declared and will be assigned an advisor in the college.

**FINE ARTS**

**Before you apply** - Familiarize yourself with the admissions criteria and audition requirement here: [http://finearts.uky.edu/students/admissions](http://finearts.uky.edu/students/admissions)

**Now What?** - If accepted follow standard procedure listed for changing majors below.

**LANDSCAPE ARCHITECTURE**

Applicants must pass the Landscape Architecture exam which is offered on an individual basis. Prospective students should contact Karen Goodlet at 859-257-7295 or kgoodlet@uky.edu at the earliest possible date for specific information about admission procedures.

**NURSING**

**How to apply** – Students with earned UK credit and transfer students should go to 315 Nursing Building and meet with a nursing advisor first to discuss your plan. True freshmen will wait until their first semester grades are posted before speaking with a Nursing Advisor about the major change.

**Now What?** – After your appointment, if you are granted permission to change to pre-nursing, you will receive a signed acceptance document. Bring this document to the front desk at 109 Miller Hall and tell the receptionist that you would like to declare a major. You will be asked to fill out a survey and will be given paperwork to deliver back to 315 Nursing Building. Once you have delivered the paperwork to Nursing you will be declared and will be assigned an advisor in the college.

**Public Health**

**Before you apply** - Make certain you are familiar with the admissions requirements outlined here: [http://www.uky.edu/publichealth/academics/bachelors-program/admissions](http://www.uky.edu/publichealth/academics/bachelors-program/admissions) in consultation with your Undergraduate Studies academic advisor.

**How to apply** – Submit the application form: [http://www.uky.edu/publichealth/academics/bachelors-program/admissions/bph-application](http://www.uky.edu/publichealth/academics/bachelors-program/admissions/bph-application). You will need to send unofficial transcripts and a one page, single spaced essay to bphadmissions@uky.edu.

**Now What?** – Bring proof of acceptance along with student ID to 109 Miller Hall where you will receive further instruction on finalizing the major change.

**SOCIAL WORK**

**How to apply**: Students can become a pre-major at any time following the steps for any major. However, you must be a pre-major before you can apply for upper division or major standing.

**For All Other Colleges and Majors**

Come to the Undergraduate Studies front desk (109 Miller Hall) with a picture ID and tell the receptionist that you would like to declare a major. You will be asked to fill out a survey and will be given paperwork to deliver to your college of choice. **Regardless of your new major, take your transfer document to your new college immediately upon retrieval from Miller Hall.**

Once you have delivered the paperwork to the college you will be declared and will be assigned an advisor in the college.