

TOP 10 LIST

Important Things to Remember When Completing a Major Declaration Form

1. Major declaration forms should only be on white paper to ensure it can be scanned into the students file and be readable.
2. **PRINT** or **TYPE** the student preferred name and G# on all pages of the major declaration form.
3. **PRINT** or **TYPE** the student address, telephone and advisor name. Advisor changes need to be submitted on a Change of Advisor form.
4. Verify the Major Declaration is the current catalog year (and that the student is registered in the semester for which the major declaration is submitted).
5. Obtain all necessary signatures prior to submission (signatures include - student, advisor, chair and Education Department, if applicable).
6. Enter earned grades on the line by the course. Note: grades with an indicator of ‘E’ (Exclude) on the MWSU transcript have been replaced with a more recent attempt and cannot be used as earned credit.
 - MWSU grades (A, B, C, D, CR)
 - Transfer grades (general studies and major coursework) as seen on Griffon GPS (TA, TB, TC, etc.)
 - Other department approved transfer grades in the major (**must include transfer course subject and number** followed by grade TA, TB, TC, etc) being accepted as substitutions. If these substitutions are not posted on the major form at the time of declaration, individual Substitution forms will be required at a later date
 - **Do not use “✓”, “IP”, “SP”, “SU”, “FA” or other markings to indicate a in-progress or planned course. This area is for earned grades only.**
7. Do not list elective courses that have been taken on the form, unless they are required for the major.
8. Complete a Minor Declaration form if the student is declaring a minor (use the same completion guidelines as documented in this Top 10 List for Major Declarations).
9. Use a Major-Minor Change form if the student is discontinuing a previously filed major or minor, or needs to be changed from a pre-major to major. If adding a new major or minor, complete the Major-Minor Change form **and** a new major declaration form.
10. Mail the completed forms to the Registrar’s Office, Eder 102, or save/scan and email to registrar@missouriwestern.edu. Ensure scanned forms are still legible after uploading.