

SUGGESTIONS FOR DEVELOPING A MAJOR MEETING

REGISTRATION

DEPARTMENTAL RESPONSIBILITIES

- A. Major meetings are intended for first-semester freshmen currently enrolled in courses in your majors, as well as undecided students, and students changing majors.
- B. Format
 - 1. Advisors who advise new majors should be involved in the meeting.
 - 2. Freshmen who do not have an advisor or prefer a change, should contact Academic Advising, Maucker Union/upper level, 273-3406.
 - 3. Freshmen may officially declare their major at the Major Meeting using a Declaration of Curriculum form available in your department office. Many departments distribute Declaration forms at the Major Meeting, collect them, and bring them to the departmental office for processing.
 - 4. In order to register, all freshmen must obtain an advisor approval to release a registration hold. Advisors may release holds electronically or by signing the registration form. For more information on electronic release, contact the Scheduling Office, 273-2110.
 - 5. Inform students of other departmental requirements concerning registration, electronic waiting lists, policy on petitioning into classes, etc.
 - 6. Provide information on majors available in your department. What courses and topics make up your majors? Why? Related careers? [Helpful Handouts for College Majors and Careers](#) may be reproduced and given to students in your major(s).
 - 7. Outline appropriate courses for second semester. Provide materials to assist students in completing long-range academic plans. Remind students of the [Plan of Study](#) resource. This web resource allows students to plot coursework by semester for graduation.
 - 8. Answer questions related to [Liberal Arts Core](#) courses (i.e., the [purpose of Liberal Arts Core](#), beginning or prerequisite course work for a major.) Make suggestions as appropriate.
 - 9. Prompt students who are interested in Teacher Education to become informed about admission to and beginning courses in teacher education. The online [Teacher Education Program Requirement Guide](#) is an excellent information source. Questions may be directed to the Office of Teacher Education, 159A Schindler Education Center, 273-2265.
 - 10. Suggest elective courses related to your major.
 - 11. Outline department policy on closed classes.