

Declaring a Major

Students generally declare a major in the spring semester of their sophomore year. However, a student choosing one of the following majors should declare it in the spring of the first year: American studies; visual arts; biochemistry; dance; medical technology; music; nutritional science; and physics.

Several majors have prerequisites that must be completed prior to declaration. It is your responsibility to peruse the catalog for the specific policies of your intended major. You can also check the requirements online. Go to <http://www.rutgers.edu>. Then click on Academics and then click on departmental homepage. The departmental homepages are arranged in alphabetical order. You can check all the areas that seem interesting to you. Ideally, you should start this process in your first year so that you can take the necessary classes and be ready to declare your major in the second semester of your sophomore year.

You should be aware that certain majors require a separate application process to the appropriate school. These majors also have specific requirements that you need to complete before you submit an application to the school

If you want to major in Accounting, Finance, Management, Marketing, or Management Science and Information systems, you will need to apply to the School of Business. Please refer to page 386 of the Rutgers undergraduate catalog (2001-2003) for details.

If you want to major in Communication, Journalism and Mass Media, or Information Technology and Informatics, you will need to apply to the School of Communication, Information and Library Studies. Please refer to page 400 of the Rutgers undergraduate catalog (2001-2003) for details.

If you want to major in Public Health or Urban Studies, you need to apply to the Edward J. Bloustein School of Planning and Public Policy. Please refer to page 463 of the Rutgers undergraduate catalog (2001-2003) for details.

If you want to major in Labor Studies there is a separate application process. Please call the department at 732-932-8560 for details.

If you need help deciding on a major, please make an appointment to speak with a counselor at Career Services. The office is located at 61 Nichol Avenue on the Douglass Campus and their phone number is 732-932-9742. The URL is <http://careerservices.rutgers.edu/>. They offer a number of seminars on how to select a major, job prospects for a given major, as well as individual advising. This is, without a doubt, one of the most valuable resources that you can utilize. See them early on, preferably in your first year.

If you take advantage of our resources and plan your course of action in a timely manner, declaring your major will be a smooth process.

Procedure to declare majors not contained within the School of Business, the School of Communication, Information, and Library Sciences, the Bloustein School of Planning and Public Policy, or Labor Studies

1. Make certain you have fulfilled all the requirements to declare the major of your choice as indicated in the current catalog.
2. Please print your transcript (<http://registrar.rutgers.edu>) and the major declaration form (http://www.douglass.rutgers.edu/pdf/majordec_f02.pdf). A hard copy is available at 104 College Hall.
3. Take the transcript and the form to the departmental office of your intended major for the appropriate signature. If you wish to have a double major you will note that the form allows for this. Have your department assign a major advisor at the time of declaration, if possible.
4. Please return the completed signed form to 104 College Hall.

Again, please note that the Major Declaration form is not to be used if you are applying to any of the following: School of Business, School of Communication, Information, and Library Sciences, Bloustein School of Planning and Public Policy, Labor Studies. These schools require a separate application process as described under the Declaring a Major section.