

How to Declare a Minor in Teaching (sophomores, juniors, and seniors)

- Step 1 When your degree audit states that you have **either completed the common curriculum** OR that the completion of your common curriculum is **pending**, continue with Step 2.
- Note: You may begin or continue taking courses for completion of the minor before you officially declare the minor with the Department of Education.*
- Step 2 Pick up and complete a **Catalog Year Change form** at the **Registrar** (form not available online) to switch to the 2015-2016 catalog. You will now be subject to the requirements as stated in this catalog. Exception – Academic Affairs will automatically **waive requirements for the new Pathways curriculum**.
- Step 3 If there are changes in your major or minor from your catalog year (typically the one you came in with as a first-year student) and the 2015-2016 catalog, meet with your major/minor **department chair** and ask if she or he will **waive the new requirements** in the 2015-2016 catalog for you. If yes, have the department chair send an **email allowing this to Jennifer Reese** in the Registrar's office.
- Step 4 Pick up and complete a **Declaration of a Minor form** at the **Registrar** (form not available online). Bring this to the **Department of Education** for the appropriate **signatures**.
- Step 5 Turn all forms in to the Registrar.

Please note that it will be mid-fall 2015 before the Registrar will be able to process Declaration of Minor forms due to changes in the new curriculum.