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.