Submit Major Qualification Verification Form (MQV) to School of Engineering Advising by 4/18/2016

3 business days after submitting, MQV will be available for pick up at SOE Advising Office

IF STUDENT MEETS MAJOR QUALIFICATION CRITERIA

- Referral to Major Declaration Workshop
  - Attend Major Declaration Workshop.
  - Bring the following documents:
    - MQV Form (picked up from SOE Advising)
    - Petition to Declare Major
    - Major Curriculum Chart
    - Academic Planning Form completed with proposed major plan
  - At the workshop, SOE Adviser will review plan and sign Petition to Declare Major
  - **Within 24 hours After Workshop**: enter plan into “My Planner” in Student Portal online
  - 3-5 Days later:
    - Petition will be processed by SOE Advising
    - DECLARED!

OR

IF STUDENT DOES NOT MEET MAJOR QUALIFICATION CRITERIA

- Meet with SOE Adviser to discuss options. SOE advisers will refer students to College Advisers to discuss non-SOE alternate majors, if appropriate.