

College of Professional Studies
Undergraduate Program Declaration Form



Student Information

Date: _____ Student (Tech) ID: _____ Current Advisor: _____

Last Name: _____ First Name: _____ M.I.: _____

Phone: H _____ W _____ Cell _____

Address: _____
(Street/City/State/Zip)

Campus E-mail Address: _____ @go.metrostate.edu
(Notification will be sent to your campus e-mail address)

Program Selection

1. Check only one: This is a First Major Second Major Change of Major _____ Previous Major
- First Certificate or Licensure Second Certificate or Licensure Change of Certificate or Licensure _____ Previous Certificate or Licensure
- First Minor Second Minor Change of Minor _____ Previous Minor

2. Please select only one major, minor, certificate or licensure program per form (e.g. if you are declaring both a major and a minor, you will need two forms). Programs with an asterisk * have separate admission and/or application requirements; check with a program advisor for more information about admission to these programs.

Human Services Majors

- Alcohol and Drug Counseling (0090 BS)
- Human Services (0039 BS)
- Bachelor in Human Services (0039 BHS)
focus areas:
 - Corrections (0011)
 - Disability Studies (0084)
 - Family Studies (0012)
 - Human Services Administration (0013)
 - Social Gerontology (0015)
 - Training and Adult Development (0014)
 - Violence Prevention and Intervention (0079)

Human Services Minors

- Disability Studies (0059)
- Violence Prevention and Intervention (0043)
- Family Studies (0057)
- Human Services Administration (0056)
- Social Gerontology (0058)
- Training and Adult Development (0054)

Law Enforcement and Criminal Justice Majors

- Criminal Justice (0038 BA)*
- Law Enforcement (0040 BS)*

- Law Enforcement Licensing Certificate Program (0083)*

Law Enforcement and Criminal Justice Minors

- Criminal Justice (0038)

Psychology Majors

- Early Childhood Studies (0099 BAS)
- Psychology (0041 BA)

Psychology Minors

- Child Psychology (0112)
- Educational Psychology (0113)
- Mental Health and Psychology (0114)
- Industrial and Organizational Psychology (0115)
- Psychology (0041)
- Psychology Minor for Law Enforcement (0041)

Social Work Major

- Social Work (0042 BS)*

Urban Education Majors

- Urban Early Childhood Education (0108 BS)*
- Urban Elementary Education (0121 BS)*

Required Signatures

Student Signature: _____ Date: _____

College/School Approval: _____ Date: _____

For Office Use Only

- Entry has been made in ISRS
- Document has been scanned
- Advisor Assignment _____

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A member of the Minnesota State
Colleges and Universities System

College of Professional Studies

Student Directions for Submitting the Program Declaration Form

Please Note: If you have been arrested, charged or convicted of any criminal offense, you should investigate the impact that the arrest, charge or conviction may have on your chances of employment in the field you intend to study or on your chances to obtain federal, state, and other higher education financial aid.

Please consult with your advisor prior to completing this form.

1. Complete Student Information section of the form. Notifications and additional requests for information will be sent to your Metropolitan State University email account. So, be sure to include it.
2. **Select only one program** from the list of majors, minors, certificates and licensures under Program Selection. You will need one form for each program you are declaring. That is, if you are declaring both a major and minor or other program, you will need one form for each program. Please note: there are five Program Declaration Forms (one for each college), if the program you are looking for is not on this form, it may be listed on the form for another college or school.
3. Sign the form in the Required Signatures area and **submit this form along with a copy of your Degree Plan Form** to the appropriate office as listed below:

Law Enforcement and Criminal Justice Programs
School of Law Enforcement and Criminal Justice
Midway Center - 1450 Energy Park Drive
St. Paul, MN 55108
Phone: (651) 999-5880
Fax: (651) 999-5888
Email: jane.krueger@metrostate.edu

All other programs
College of Professional Studies
Metropolitan State University
700 East Seventh Street
St. Paul, Minnesota 55106-5000
Phone: (651) 793-1330
Fax: (651) 793-1355

Office Staff Directions for Processing the Program Declaration Form

College or School receiving the Program Declaration Form

- Request student file, if necessary;
- Review application to the program, and sign to approve, if appropriate;
- Update advisor assignment in ISRS (ST2104UG) Area Study/Int tab;
- Update college/division listed in ISRS (ST1107UG) if necessary;
- Add any cohort and/or program codes used by the program;
- Forward the Program Declaration Form to the Registrar's Office;
- For majors, forward a DARS report showing major requirements for students that have DARS records or an approved Major Checklist to the Registrar's Office.

Registrar's Office

- End date previous programs on the Area Study/Int tab in ISRS ST1100UG or ST1001UG as appropriate (do not end the first program if this is the second program at that level);
- Enter new declared program, appropriate rank, and in the comments note "verified" with your initials and the current date (mm/dd/yyyy), example "verified dj 10/02/2009."
- Check the override box in the lower left corner of the screen and store.
- Verify that the major has been accepted and perform any needed actions for errors.
- Verify that admission category on the Adm/Enr tab in ST1100UG or App/Admit tab of ST1001UG is consistent with the students program status.
- Enter major course equivalencies and exceptions into DARS if required.