

# Declaring a Major in CAPPA

For undergraduate CAPPA programs, “declaring” major is entering 3<sup>rd</sup> year of the program.

Here’s how the process of declaring a CAPPA major occurs.

**17 May 2023:** Spring 203 grades post. CAPPA advisors will begin reviewing academic records to see if you fulfill all of the requirements listed below. This will take several days (**May 17<sup>th</sup> – 19<sup>th</sup>**). You can help CAPPA advisors during these few days by not emailing or telephoning CAPPA advising. Here are the requirements you need to complete to declare major:

1. Successfully complete all 1<sup>st</sup> and 2<sup>nd</sup> year ARCH/INTD/SUD required courses.
2. Successfully complete university core curriculum courses.
3. Have a minimum overall 2.8 overall GPA at UTA.
4. Have a minimum 2.8 GPA within ARCH/INTD at UTA.

**By the time spring grades posted, did you fulfill the four requirements listed above?**

## **YES, I FULFILLED THEM!**

**22 May 2023:** Expect to receive an email from CAPPA advising. You are now in **Group 1** of students. The email will have a link to the online Major Declaration Request Form: complete the form as soon as possible so you have first choice for your courses!

**23 May 2023:** If you did not receive the email from CAPPA advising, email [arch.advising@uta.edu](mailto:arch.advising@uta.edu) immediately.

**2 June 2023:** If you do not complete the online Major Declaration Request Form by 4pm on this date, you **move to Group 2**.

If you do complete the Online Major Declaration Form by 4pm on **2 June 2023** deadline, you remain in **Group 1** and are **your major declaration will be approved and processed so that you can enroll into a seat in 3<sup>rd</sup> year ARCH/INTD/SUD classes**. Once the form has been processed (within 2 business days), you will receive an email confirming your major declaration. You may then begin registering for 3<sup>rd</sup> year classes.

**PLEASE NOTE:** You cannot enroll into 3<sup>rd</sup> year major classes until the major declaration process has been completed. **Prior to that you need to enroll into a back-up plan.**

## **NOT YET, BUT I HOPE TO!**

You are in **Group 2** of students. Use the summer to continue to fulfill the four requirements but also begin to make an alternate plan in case you don’t. See “[Making an Alternate Plan](#)” after the [FAQ about GPAs](#) on the next page.

**Group 2** students may need to wait until UTA Summer 11-week grades have posted [**16 August 2023**], depending on when you fully meet the major declaration requirements.

For **Group 2** students, once you have fulfilled all four requirements [at UTA [or elsewhere](#)], you will send an email to [arch.advising@uta.edu](mailto:arch.advising@uta.edu) to notify advising that you fully meet the major declaration requirements. **Acceptance into 3<sup>rd</sup> year is not guaranteed, for it is based upon space-availability at that time.**

If it is confirmed that you do fully meet major declaration requirements, you will be sent an email with the online Major Declaration Request Form. If sent, you will then need to complete the online Major Declaration request form by 4pm on **18 August 2022**.

Once the form has been processed (**within 2 business days**), you will receive an email with class registration information. You may then begin registering for 3<sup>rd</sup> year ARCH/INTD classes,

## FAQ About GPAs

- Are pending grade changes taken into consideration? For instance, if I am still working on a grade of Incomplete by the time spring grades post, can my anticipated final grade be part of my GPA?
  - No – only courses that you have fully completed at UTA are part of your overall and major GPAs.
- Are the grades that I received in credits that I transferred from another school counted toward my overall and major GPAs?
  - No – grades only from courses taken at UTA count toward your GPAs.
- What if I am taking a final core curriculum course at another school or during the summer? What do I do?
  - As soon as you get a grade for that course, send an unofficial transcript to [arch.advising@uta.edu](mailto:arch.advising@uta.edu) showing your final grades.
    - Not a letter from the instructor, or Blackboard scores, or Canvas scores, etc.
  - If you have fulfilled all other requirements and the deadline for completing the Online Major Declaration Form has not passed, you may submit the form.
  - However, an official transcript is still needed so that credit for that course can be posted to your academic record, so send that over as soon as class is completed.
    - **Remember:** grades of transfer credits are not counted toward your overall and major GPAs.

## Making an Alternate Plan

- Review your degree plan, which is available [upon request](#).
- If you are missing a required core curriculum course, plan on taking it during the summer if it is offered, or when it is next available.
- If you are missing a core curriculum elective, review the list of [core curriculum electives](#) and see when the courses in which you are interested will be offered.
- If you are taking a minor, see what courses you can complete during the coming academic year. If you have not thought about taking a minor, this is an excellent opportunity to explore what is available and take as many courses as you can during the academic year!
- **The bottom line:** if you are not able to advance to 3<sup>rd</sup> year ARCH/INTD classes by the fall, have an alternate plan ready to make the most of the upcoming academic year!

## Summer Study Abroad

- Undergraduate students enroll into the corresponding [ARCH 2391 sections](#) for the study abroad courses.
  - If student meets the requirements and declares major at the end of the Spring semester (**Group 1**), student can then swap into ARCH [4311/4395 sections](#).
  - If student does not meet requirements to declare major at the end of the Spring semester, student remains in the [ARCH 2391 sections](#) which may not apply to their degree plan.