

Declaring a Major in CAPP

For undergraduate CAPP programs, “declaring” major is entering 3rd year of the program. Here’s how the process of declaring a CAPP major occurs.

May 16, 2024: Spring 2024 grades post. CAPP advisors will begin reviewing academic records to see if you fulfill all of the requirements listed below. This will take several days (**May 16th – 20th**). You can help CAPP advisors during these few days by not emailing, coming in to the office or telephoning CAPP advising. Here are the requirements you need to complete to declare major:

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

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

YES, I FULFILLED THEM!

May 21, 2024: You are in **Group 1**! Expect to receive an email from CAPP Advising. The email will have a link to the online Major Declaration Request Form: complete the form as soon as possible to solidify your place in the queue!

May 22, 2024: If you did not receive the email from CAPP Advising, email arch.advising@uta.edu **immediately**.

May 31, 2024: If you do not complete the online Major Declaration Form by 4pm on this date, you move to **Group 2**.

If you fully meet the requirements and you do complete the Online Major Declaration Form by the deadline, you will remain in **Group 1** and **your major declaration will be approved and processed so that you can enroll into a seat in your 3rd year major classes**. Once the form has been processed (within 2 business days), you will receive an email confirming your major declaration. You may then register after that point.

PLEASE NOTE: You cannot enroll into 3rd 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 now in **Group 2**! Use the summer to continue to fulfill your missing requirement(s). It is recommended to make an alternate plan in the event that you do not meet the requirements to major declare by the end of summer. See “[Making an Alternate Plan](#)” after the [FAQ about GPAs](#) on the next page.

Group 2 students may need to wait until UTA posts the Summer 11-week grades **August 14, 2024**, to determine if 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 to notify the advising team that you fully meet the major declaration requirements and send verification the class was completed elsewhere.**

If it is confirmed that you do fully meet the 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 form by 4pm on **August 16, 2024**.

PLEASE NOTE: You cannot enroll into 3rd year major classes until the major declaration process has been completed. Once the form has been processed (within 2 business days), you will receive an email with the class registration information, **then you can register for your 3rd year major 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 **final** grade for that course, send an unofficial transcript to arch.advising@uta.edu showing your official grade(s).
 - 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 Major Declaration Request 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 included in a reminder email on the day of your appointment.
- 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 3rd 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 (**Group 2**), student remains in the [ARCH 2391 sections](#) which may not apply to their degree plan.