

# Declaring a Major in CAPP

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

**May 14, 2025:** Spring 2025 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 14<sup>th</sup> – 16<sup>th</sup>**).

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 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 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 19, 2025:** 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 so you have first choice for your courses!

**May 21, 2025:** If you did not receive the email from CAPP Advising, email [arch.advising@uta.edu](mailto:arch.advising@uta.edu) **immediately**.

**May 30, 2025:** 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 3<sup>rd</sup> 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 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 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 (TBD), 2025**, 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](mailto: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 15, 2025**.

**PLEASE NOTE:** You cannot enroll into 3<sup>rd</sup> 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 begin registering for your 3<sup>rd</sup> 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](mailto:arch.advising@uta.edu) showing your official grade(s).
    - We will not accept 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 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 Away

- Undergraduate students enroll into the corresponding [ARCH 2300 or ARCH 2391 section](#) for the study away courses.
  - If student meets the requirements and declares major at the end of the Spring semester (**Group 1**), student can then swap into the corresponding [ARCH 4305 and 4306 sections \(6 hours\)](#).
  - If student **does not** meet requirements to declare major at the end of the Spring semester (**Group 2**), student remains in the [ARCH 2300 or ARCH 2391 section \(3 hours\)](#) which may not apply to their degree plan requirements.
  - If a student is relying on financial aid for tuition assistance, typically 6 credit hours must be taken. Students in ARCH 2300 or ARCH 2391 must find another summer class to fulfill the 6 hours requirement. Contact Financial Aid and Scholarships at [fao@uta.edu](mailto:fao@uta.edu) for clarification and to check for eligibility.