

# 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.

**18 May 2022:** Spring 2022 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 18<sup>th</sup> – 20<sup>th</sup>**). You can help CAPP advisors during these few days by not emailing 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 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!

**23 May 2022:** Expect to receive an email from CAPP 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!

**24 May 2022:** If you did not receive the email from CAPP advising, email [arch.advising@uta.edu](mailto:arch.advising@uta.edu) immediately.

**3 June 2022:** If you do not complete the online Major Declaration Request Form by this date, you move to **Group 2**.

If you do complete the Online Major Declaration Form by the **3 June 2022** deadline, you remain in **Group 1** and are **guaranteed a seat in 3<sup>rd</sup> year ARCH/INTD 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.

## 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 [**17 August 2022**], 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, **only if there is space-availability**. If sent, you will then need to complete the online Major Declaration request form by **19 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.