College of Management
Undergraduate Program Declaration Form

Metropolitan
State University

Student Information

Date:_____StarID or Student TechID:_____Current Advisor:_____

Last Name:_____First Name:_____M.I.:_____

Phone: H _____W _____Cell _____

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

Campus E-mail Address:_____**@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 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 applying for both a major and a minor, you will need two forms). All major foundation courses must be complete before a College of Management major is declared. Go to http://www.metrostate.edu/com/ for major requirements.

B.S. Majors (Available to all students)
- □ Accounting (0024 BS)
- □ Business Administration (0025 BS)
- □ Economics (0026 BS)
- □ Economics – Business Economics (0026 BS)
- □ Finance (0027 BS)
- □ Human Resource Management (0028 BS)
- □ International Business (0029 BS)
- □ Management (0030 BS)
- □ Management Information Systems (0031 BS)

- □ Supply Chain and Operations Management (0184 BS)
- □ Marketing (0032 BS)

B.A.S. Majors (Available only to students with A.A.S. degree with approved articulation agreement)
- □ Industrial Management (0124 BAS)
- □ Information Assurance (0123 BAS)
- □ International Commerce (0105 BAS)
- □ Organizational Administration (0127 BAS)

Minors
- □ Advertising (0052)
- □ Business Administration (0025 for non-College of Management majors only)
- □ Economics (0026)
- □ Entrepreneurship (0149)
- □ Human Resource Management (0028)
- □ International Business (0029)
- □ Management Information Systems (0031)
- □ Project Management (0116)
- □ Risk Management & Insurance (0150)
- □ Supply Chain and Operations Management (0001)

Required Signatures

Student Signature:_____Date:_____

College/School Approval:_____Date:_____

For Office Use Only
- □ Entry has been made in ISRS
- □ Document has been scanned
- □ Effective Year/Term_____   □ Advisor Assignment_____

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A member of the Minnesota State
Colleges and Universities System
Form date: 03/30/2016 ro

College of Management

Student Directions for Submitting the Program Declaration Form

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 <u>only one program</u>** 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 seven Program Declaration Forms (one for each college/school), if the program you are looking for is not on this form, it may be listed on one of the other forms.
3. **Note:** students must complete all of the Foundation courses required for a College of Management major before declaring that major. For information on requirements for COM majors, go to: http://www.metrostate.edu/com/
4. **Sign** the form in the Required Signatures area and **submit to:**

    Mail: Metropolitan State University
               Management Education Center
               College of Management Advising Center
               1501 Hennepin Avenue
               Minneapolis, MN 55403-1897
    Phone: (612) 659-7269
    Fax: (612) 659-7191
    Email: COM.Advising@metrostate.edu

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.

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;
- ☐ Add "Effective Year/Term" and "Advisor Assignment" on the bottom of the first page of this form;
- ☐ 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 03/30/2016."
- ☐ 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 student's program status.
- ☐ Enter major course equivalencies and exceptions into DARS if required.

Directions date: 03/30/2016 ro