

Declaring your Major

You can find more detailed instructions for completing your Long Range Plan and declaring your major at advising.duke.edu/your-online-resources, under Major Declaration.

Once you have decided on a major, follow these steps to declare it:

1. Begin on the Planning Tab, in DukeHub. This is where you'll find your Advisement Report, Long Range Plan, What If report, and your Planner. The Long Range Plan and What If report are planning tools in which you identify the courses you expect to take during your remaining time at Duke.

2. Complete the Long Range Plan. You'll answer four questions about your future plans, reflect on your choice of major in a brief essay, and complete a short survey about your pre-major advising experience.

3. Add courses to your Planner. This is the most time consuming step. Select the courses you plan to take to satisfy all general education and major requirements and place them in your Planner. You will then assign these courses to the semesters you currently expect to take them. You're probably not going to follow this plan exactly and that is okay.

If you plan to study abroad in a Duke-In program, you can add the courses you expect to take. If you don't know where you might study abroad, or what classes will be offered, just enter courses for that semester as if you would be at Duke.

4. Create your What If report. The What If report is a 'hypothetical' advisement report that shows what your advisement report would look like at the end of your senior year were you to follow your plan exactly. All requirements should show as completed, and you shouldn't have any courses that are dated past your graduation semester. If you have trouble completing your What If report, the AAC peer advisors are happy to help (advising.duke.edu/peer).

7. Meet with your advisor. Schedule a meeting with your college advisor to review your What If report and essay. They will confirm that the What If report is accurate and complete.

8. Bring your signed essay and What If report to the Academic Advising Center. We will review and process them, and notify the Registrar and your major department(s).

9. What if you change your mind? You can change your major or add minors and certificates at any time without having to redo your Long Range Plan. Instead, there is a simple form on the Registrar's web site that you use to submit changes to your plan.

Deciding on a Major

You can find more complete information about choosing a major at advising.duke.edu/joining-a-major.

Declare Now or Wait? Although sophomores don't have to declare a major until March 10th, there are good reasons to do so earlier if you have decided on a major. There are also steps to take to help clarify your decision if you're still unsure.

Do you know what you want to a major in? If you have decided what you'd like to major in, declaring early has benefits. If your major department has courses with seats reserved for majors only, you will have greater access to those courses. If you are planning a semester abroad during your junior year, declaring early allows you to interface with your major advisor and department before you leave. See the back of this sheet for major declaration instructions.

Still deciding what to major in? If you're still deciding between different majors, members of your advising network can help you think through your choices. Your college advisor and peer advisors are good resources. The **Directors of Academic Engagement** for the **Arts & Humanities, Natural & Quantitative Sciences, and Social Sciences** can be especially helpful for students weighing options in these areas. Faculty you've had courses with are also good sounding boards, as is the DUS (Director of Undergraduate Studies) in each department.

Look over the major requirements listed on each department's web site and consider whether those courses are what you'd like to spend the next two years focused on. Learn about some of the myths related to thinking about majors on the AAC website, advising.duke.edu/choosing-a-major. Explore the "What Can I do with this Major" tool on the Career Center's website, studentaffairs.duke.edu/career/jobs-internships.

Can you change your mind? Yes! It is common for students to change their mind and making a change is easy. After you've initially declared your major, any changes such as switching your major, adding or changing a second major, or adding a minor or certificate, is a simple online form through the Registrar's Office. We suggest that you meet with your **Academic Dean** to review your overall plan if you make such a change, but you don't have to complete another Long Range Plan.

Try to enjoy the process! Declaring your major is an important milestone in your academic career. As with any important decision, it can evoke feelings of both excitement and anxiety. Just remember that your decision is not set in stone and there are a number of people you can consult with who can help you to think through your decision in ways that you feel good about.