

APPLICATION TO THE MAJOR INSTRUCTIONS

UC BERKELEY DEPARTMENT OF PSYCHOLOGY

psychsso@berkeley.edu

All students that apply to the major by the stated deadlines and meet the following criteria are *guaranteed* admission:

- 1) Complete all seven prerequisite courses by the end of the semester of application;
- 2) Declare the major prior to the semester in which student exceeds 80.0 semester units, or by the end of the fifth semester, whichever comes later. Junior transfer students must declare no later than their first semester, regardless of units completed; and
- 3) Have a 3.2 grade-point average in the prerequisite courses.

If any of the above criteria are not met, students may still be admitted to the major; however, it is not guaranteed. Please understand that applications will not be processed until *ALL* prerequisite courses are complete and final grades have posted. This may mean that you will not technically be admitted to the major until the beginning of the following semester. Be sure to place your name on the wait lists for courses you wish to take the following semester (AND indicate on the major application form TWO courses; unfortunately, Fall courses are not guaranteed for summer applicants), as you may be enrolled from the wait list *after* your application has been approved or you may register directly in the course during Phase II, whichever comes first. To check the status of your application, please log on to Bear Facts.

For applications to be considered “on-time,” please see the dates listed below:

Summer 2010: Friday, July 2, 2010

Fall 2010: Friday, October 1, 2010

Spring 2011: Friday, March 4, 2011

Summer 2011: Friday, July 1, 2011

NOTE: Freshmen may apply no earlier than their third term, regardless of prerequisite completion. For most students, this means the summer following their first year at UC Berkeley.

Instructions for completing the application:

- Submit application to Student Services Office, 3305 Tolman Hall by the appropriate deadline.
- Please use a highlighter to mark your prerequisite courses on your unofficial transcript(s).
- If you are taking a prerequisite this semester, please indicate with “IP” (In Progress) in the grade column. For courses from other institutions, it is the student’s responsibility to submit both an unofficial transcript to the Department and an official transcript to the Office of Undergraduate Admissions.
- Indicate AP scores by writing “AP” along with the score received. We only accept the following AP exams: Psychology, Biology, U.S. Government, Comparative Government, and Statistics with a score of 4 or 5. Appropriate IB Higher Level exams may be accepted on a case-by-case basis.
- Use your unofficial transcripts to fill out the following columns on the application: Units; Grade; Grade Points; Where and When Completed.
- You may leave the Prerequisite GPA blank as the Student Services Office will calculate your GPA once all courses are completed. Reminder – *applications will not be processed until all courses are satisfied.*
- It is the students’ responsibility to check the status of their application. You may log on to Bear Facts to determine if the petition to declare the major has been processed. An email may, though will not always be sent to each student.
- **Before** submitting your application, make sure you have completed and included the following:
 - Petition to Declare Major (Declaration of Major form may be downloaded from the L&S website: <http://ls-advise.berkeley.edu/fp/fp.html>)
 - Obtain unofficial transcripts – Bear Facts & transfer institutions (if applicable)

PLEASE DO NOT SUBMIT THESE INSTRUCTIONS ALONG WITH THE APPLICATION PACKET.

INSTRUCTIONS

1. Enter your student identification number and full name as they appear on your registration card. Circle the current term and complete the year. Enter the address and phone number at which you can be contacted with any questions. Circle your student status (new, continuing or readmit).
2. Circle the major(s) you wish to declare.
3. Obtain the signature of the major adviser in the department of the major you wish to declare. In most cases, the major adviser will require that you bring a copy of your most recent UC Berkeley grade report and copies of transcripts from any previous institutions to verify completion of prerequisites.
4. You may leave the completed, signed petition in the department office (the department will forward it to the Office of Undergraduate Advising), or you may bring it to the College office in room 113 Campbell Hall.
5. **DOUBLE MAJOR:** Students who wish to declare two majors in the College of Letters & Science must check the appropriate box on the petition, circle two majors on the petition, obtain the signatures of both major advisers, and file a Double Major Application form. Consult a College adviser for information on minimum requirements and required forms.
6. **CHANGE OF L&S MAJOR:** Students who wish to request a change of major within the College must check the appropriate box on the petition and obtain the signature of the **NEW** major adviser. Students who have completed 90 or more semester units must also submit a planned program, signed by the **NEW** major adviser, with the request for a change of major. Such changes are subject to review and may not be granted without the approval of the Dean.
7. **CHANGE OF COLLEGE INTO L&S:** Students enrolled in another college or school at Berkeley who wish to change college and declare a major in the College of Letters & Science must check the appropriate box on the petition and must file the Petition for Change of College. Consult a College adviser about minimum requirements and required forms.
8. **NEW MAJORS:** Students who wish to declare new majors that have been officially approved to admit students but that are not yet on this petition, should circle “OTHER” and write in the name of the new major on the blank lines provided.

College of Letters & Science
Office of Undergraduate Advising
113 Campbell Hall
(510) 642-1483
ls-advise.berkeley.edu

