

## PSYCHOLOGY APPLICATION INSTRUCTIONS

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

- 1) Have a 3.2 grade-point average in all seven prerequisite courses;
- 2) Declare the major prior to the accumulation of 80 semester units; and
- 3) Submit the application to the major by the posted deadline.

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 waitlists for courses you wish to take the following semester (AND indicate on the major application form TWO courses), as you will be enrolled from the waitlist *ONCE* 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:

**Fall semester: Friday, October 31, 2008**

**Spring semester: Friday, April 3, 2009**

**Summer term: Friday, July 31, 2009**

*The Student Services Office will **only** accept applications from students that have satisfied all prerequisites or will satisfy all prerequisites with work in progress.*

Instructions for completing the application:

- Submit application to Student Services Office, 3305 Tolman Hall
- If you are taking a prerequisite this semester, please indicate with “IP” (In Progress) in the grade column. For transfer courses, 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. Remember we only accept the following AP exams: Psychology, Biological Sciences and Statistics with a score of 4 or 5.
- 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 BearFacts 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 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 – BearFacts & transfer institutions (if applicable)

**PLEASE DO NOT SUBMIT THIS FORM ALONG WITH THE APPLICATION PACKET.**

**DEPARTMENT OF PSYCHOLOGY  
APPLICATION TO THE MAJOR**

Name of Student: \_\_\_\_\_ SID # \_\_\_\_\_  
LAST FIRST

Local Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_ Date app submitted: \_\_\_\_\_

Units completed at end of this semester: \_\_\_\_\_ (Do not include units from AP exams)

1<sup>st</sup> term at UCB: \_\_\_\_\_ As (circle): Freshman Transfer

Preferred Upper Div Psych courses in coming semester (max. 2): \_\_\_\_\_

Course	Units	Grade	Grade Points	Where & When Completed
General Psychology:	_____	_____	_____	_____
Two Bio Sciences:	_____	_____	_____	_____
_____	_____	_____	_____	_____
Two Social Sciences:	_____	_____	_____	_____
_____	_____	_____	_____	_____
Evolution:	_____	_____	_____	_____
Statistics:	_____	_____	_____	_____
_____	_____	_____	_____	_____
Totals:	_____	_____	_____	_____

Prerequisite GPA: \_\_\_\_\_

***Remember to include unofficial transcripts and the Petition to Declare a Major form.***

## 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

