

DECLARING A MAJOR

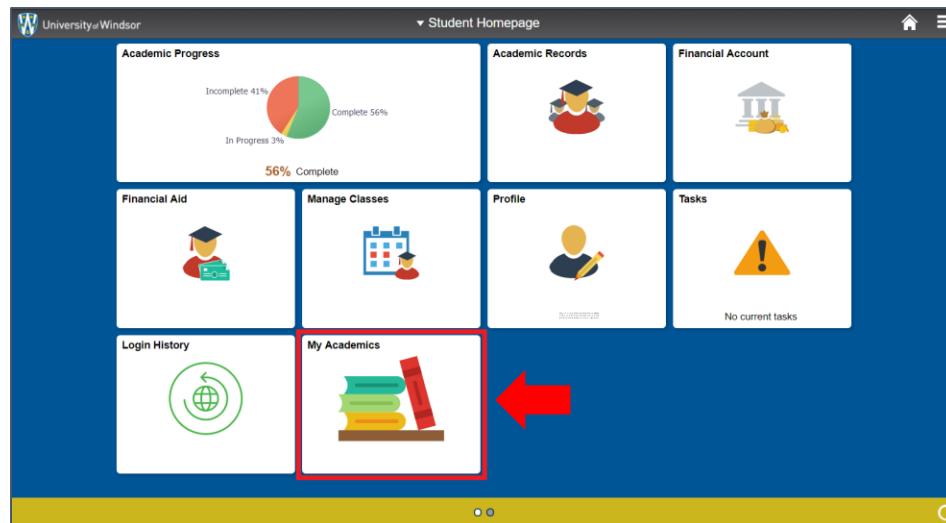
This Job Aid will help students to: **declare a major**

Key Points

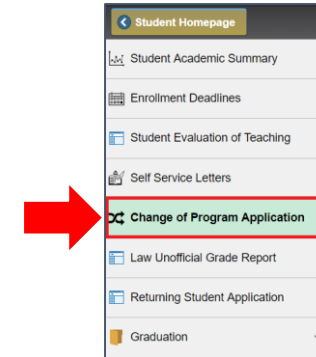
- Students need to complete a **Change of Program Application** in UWinsite Student to declare their major

Steps to Declare a Major

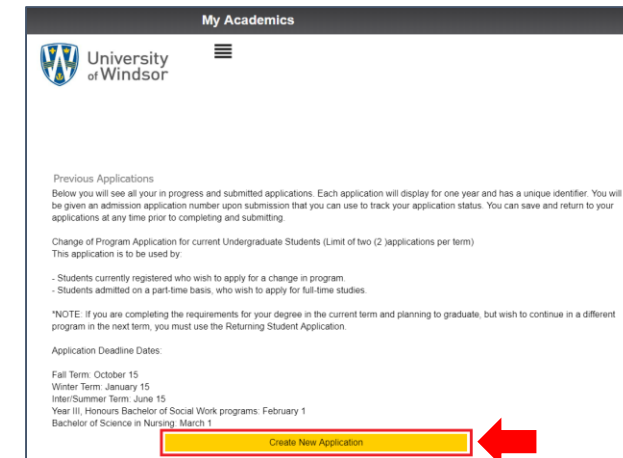
1. Log in to UWinsite Student
2. On the Student Homepage, click the **My Academics** tile



3. In the left navigation menu, click **Change of Program Application**



4. Read the instructions displayed on the main page and keep a note of the deadline dates for each term. Then, click the **Create New Application** button.



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Steps to Declare a Major (continued)

5. To begin, click the **Application Start** button.
6. In the **Personal Information** section, select an option for **Gender**. Click the **Continue** button. If you want to save your application to complete later, click the **Save** button.

University of Windsor

Personal Information

33% Complete

Name

First Middle Last

Date of Birth & Gender

Date of Birth

Gender

Proof of Legal Name Change

If your legal name has changed since your last attendance at the University of Windsor, please submit proof of legal name change, i.e., copy of current valid passport, marriage certificate etc.

Attach document here

Add Attachment

SAVE CONTINUE

7. In the **Contact Information** section, review your address, phone, email and emergency contact details. Update if necessary. Click the **Continue** button.
8. In the **Education History** section, enter your post-secondary details IF you have attended a post-secondary institution since your last registered semester at UWindsor. Otherwise, click the **Continue** button.
 - If you need to provide Education History:
 - Click the **Add University/College** button. In the *College Search* dialog box, enter the details of your university/college and click the **Search** button.
 - If your college/university does not appear in the list, click the **Int'l Post-sec – Not in List** or **CDN Post-sec. – Not in List** buttons to enter the name of the college/university.
 - Enter the **From Date** and **To Date** of your post-secondary education and click **Apply**.
 - You can add more post-secondary universities/colleges by clicking the **Add University/College** button again.
 - Click the **Continue** button to move to the next section or the **Save** button to complete your application later.

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Steps to Declare a Major (continued)

9. In the **Program Selection** section:

- In the **Admit Term** field, select the term for which you are declaring your major.
- Click the **Search for Program** button.
- In the **Search & Select Program** dialog box, enter a keyword for your program/major. Click the **Search** button.
- Click the **Select** button next to your desired program/major in the search results.
- **COMBINED MAJORS:** To select a program that allows you to combine two fields of study, you will need to select your first field of study (primary program & plan) from options that include the words “*Combined Program*” in the description. For example: “Bachelor of Arts (Honours) – Psychology (Combined Program).” To add your second field of study, click on the **Search for Program** button a second time and choose from the option that include the words “*2nd Field of Study*” in the description. For example: “History (2nd Field of Study).”
- **CO-OP:** If you are seeking admission to a Co-operative Education program, visit www.uwindsor.ca/coop-workplace-partnerships/ for information on how to apply.
- **THESIS:** Program/Plan stack updates to include the Thesis sub-plan will occur following registration into your first thesis course. As such, you DO NOT need to declare a thesis.

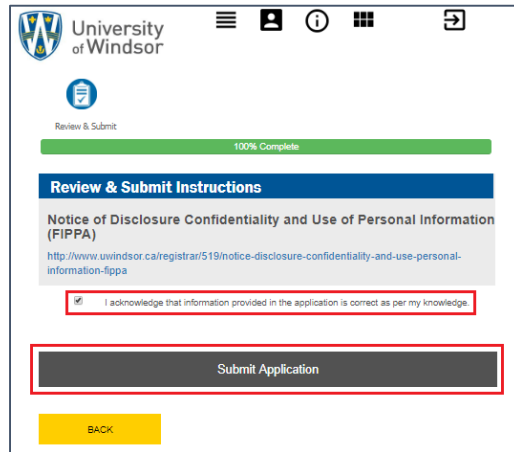
Select	Program	Campus
Select	Bachelor of Human Kinetics (Honours) - Movement Science (Co-op)	Main Campus
Select	Bachelor of Human Kinetics (Honours) - Movement Science	Main Campus
Select	Bachelor of Human Kinetics (Honours) - Sport Management (Co-op)	Main Campus
Select	Bachelor of Human Kinetics (Honours) - Sport Management	Main Campus
Select	Bachelor of Human Kinetics (Honours Kinesiology) with Sport Management for Durham College Grad	Main Campus
Select	Bachelor of Human Kinetics (Honours) - Sport Management (Degree Completion Lambton College)	Main Campus
Select	Human Kinetics - Non-degree	Main Campus

- 10. Click the **Continue** button.
- 11. If you were Required to Withdraw the last time you attended UWindsor, complete the **Rationale for Readmission** text field. Otherwise, leave the field blank and click the **Continue** button.

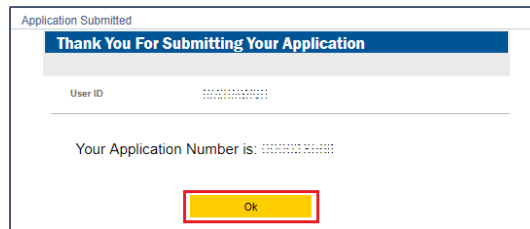
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Steps to Declare a Major (continued)

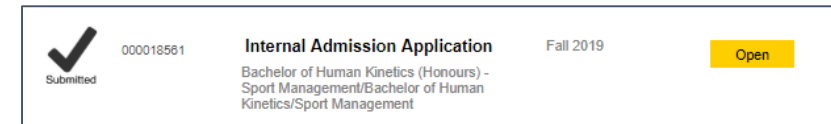
12. On the **Review and Submit** page, check the acknowledgement checkbox and click the **Submit Application** button.



13. You will receive a confirmation of your application along with the Application Number. Click the **OK** button.



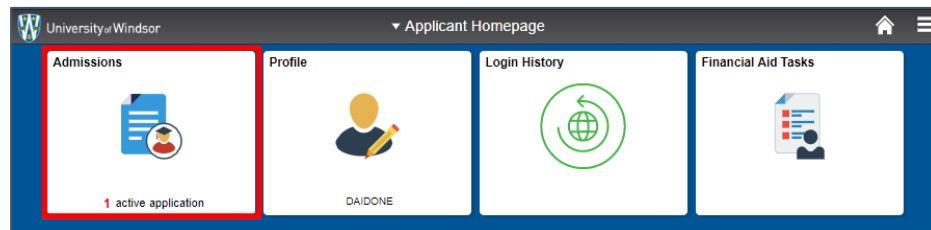
14. You will be redirected to the *Change of Program Application* page. You can view the submitted application.



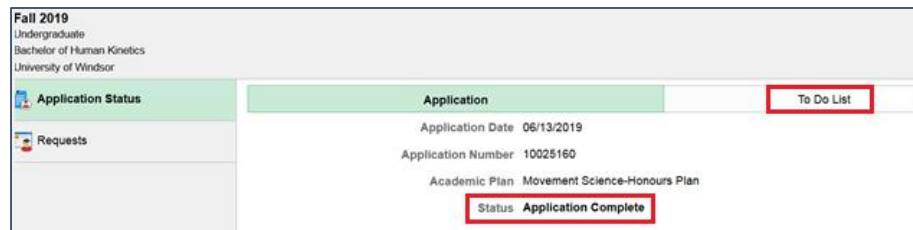
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Monitoring the Status of Your Major Declaration

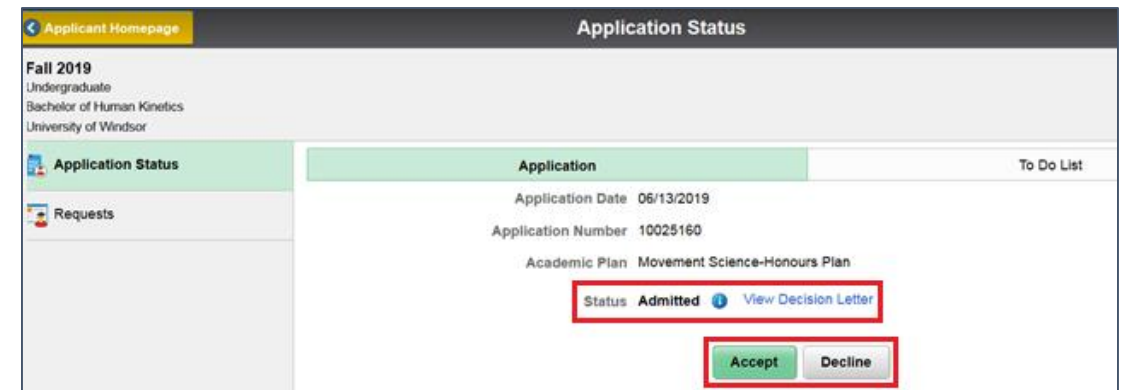
1. To check the status of your major declaration, log in to UWinsite Student. Select the **Applicant Homepage** from the drop-down next to **Student Homepage**.
2. Click the **Admissions** tile to view the active application.



3. All active applications will be listed & the status of the application will be displayed. If any action is required on your behalf, it will be listed under the **To Do List** tab



4. You will receive an email when a decision is made on your application.
 - If admitted, the **Status** of your application will be “Admitted” and you can click the **View Decision Letter** link to see the details of the admission.
 - You can then accept or decline the offer of admission by clicking the **Accept** or **Decline** button.



Additional Reference Materials: www.uwindsor.ca/uwinsitestudent