

Undergraduate Study

Declaring a History Major

Now that you've decided to major in History, please follow these steps to declare officially:

- Print and complete the *Declaration of Major* form found at this link:

<http://casadvising.syr.edu/academic-forms.html>

- Email Professor Junko Takeda, Undergraduate Director for the History Department, letting her know that you intend to declare the major. Her office hours for the current semester are listed below. You are welcome to show up during her office hours without an appointment. If these hours conflict with your academic schedule, please email Professor Takeda asking if she can meet you at an alternate day/time.

Email: jtakeda@maxwell.syr.edu

Office: 512 Eggers Hall

Phone: 443-5868

Office Hours for Fall 2016: Thurs. 12:30-3:00pm, Friday 12:30-3:00pm, or by appointment

- Before your meeting with Professor Takeda, review the requirements for the major on our website:

<http://www.maxwell.syr.edu/hist.aspx?id=767>

- When you meet with Professor Takeda, please bring **three** things:
 - 1) The *Declaration of Major* form, filling it out as fully you can.
 - 2) A list of the History courses you've completed, including results of AP courses taken.
 - 3) Any questions or concerns you have as a result of reviewing the requirements.
- The completed, signed *Declaration of Major* form should be brought to your home college student services office for final approval and posting.
- Once you are onboard as an official major, you will be assigned a History advisor according to the first letter of your last name. You will need to make an advising appointment with this person each semester in order to check your progress toward completing the major and to choose classes for the following semester. The assigned History advisor will be the person to remove your advising hold so that you can register.

Declaring a History Minor

- Students interested in declaring History as a minor should follow the same sequence of steps, but instead use the *Declaration of Minor* form. Please bring the completed form to your home college student records office. Since minors are not assigned an advisor through History, any future questions should be directed to Professor Junko Takeda: jtakeda@maxwell.syr.edu.