

The [Registrar's Office](#) has every form under the sun located on their page.

<https://my.bridgew.edu/departments/Registrar/SitePages/Forms.aspx>

If you want to declare a major, print this form:

<https://my.bridgew.edu/departments/Registrar/Shared%20Documents/Program%20of%20Study%20Declaration%20Form%202019-2020.pdf>

Fill in your name, banner ID etc

Put the number 1 next to your first major.

Put the number 2 next to your second major (if you want.need to declare a second major)

You can also declare a minor (second page). Same Process.

Sign and Date (second page)

Now, take a picture of the form (or better yet download the Genius Scan App on your phone and scan it). Both sides.

Email the completed form to the Chairperson of the Department(s) to approve.

How to Find a Chairperson:

From BSU Intranet

Go to Department

Faculty Staff (Chairperson should be identified-if not send to Administrative Assistant)

<https://my.bridgew.edu/departments/Pages/index.aspx>

Once your major is declared, you will be assigned a Faculty Advisor in your Major/Minor Department.

Check [DegreeWorks](#) for the Advisor Assignment.

Click on name of Advisor to email.

Your Faculty Advisor will approve your Fall 2020 schedule.