

## STEPS FOR DECLARING

1. Think about topics presented in the Core or elsewhere on which you might be interested in focusing. We encourage you to discuss your ideas early on with faculty, other students, and with the Student Advisers.
2. Look through the Stanford Bulletin and compile a list of all the classes that you would be excited about taking. Come into the Student Advisers' office and talk with an SA about your selected classes and what you want to do with your Human Biology major. You also may want to examine the binder with sample Areas of Concentration.
3. Revise your list and divide your chosen classes into Foundation, Area of Concentration, and Upper Division courses, and fill out a Course of Study form. Have a Student Adviser look it over. If it doesn't require changes, an SA will sign it. Be sure to keep a copy for yourself. This form indicates that you agree to fulfill all Human Biology requirements. (Changes can always be made to your course of study later. However, they require you to fill out a drop/replace petition available in the SA office or on-line and obtain signed approval by an SA and your Faculty Adviser. See numbers 10, 11 and 12 below.)
4. Write a proposal (minimum 3 pages) explaining why you chose this Area of Concentration (see the guidelines at <https://humbio.stanford.edu/?q=node/167> **Guidelines for the Proposal of Study**).
5. Leave your proposal for an SA to read, and make revisions if necessary.
6. When your proposal is ready, work with an SA to settle on a suitable Faculty Adviser.
7. Make an appointment to see your Faculty Adviser. S/he will discuss your proposed coursework and your field of interest and may be able to suggest courses that would enhance your area of interest. Be sure to have her/him sign your Course of Study sheet.
8. Print out an unofficial transcript (via Axxess). Bring your paperwork to the Student Advisers' office (a Student Adviser can supply you with a folder) and have a Student Adviser or the Student Services Coordinator check that it is in order and sign the "Final Check" on your Course of Study form.
9. Drop off your completed folder with the Student Services Coordinator, and in Axxess apply for your Hum Bio major (HUMBIO BA); (if all forms are complete (with signatures) your major will be approved in Axxess by the Student Services Coordinator). Congratulations! You are now a "declared major" with HumBio and with the University.
10. Be sure to retrieve your folder at least once in your Junior year and at least once in your Senior year and have the required additional meetings with your Faculty Adviser. In these meetings, you should have him or her approve any changes to your Course of Study by signing off the Course of Study form for these years with these changes **recorded on a Drop/Replace petition attached to your Course of Study form (SEE BELOW)**.
11. All changes to your A/C must be cleared, first, with a Student Adviser or the Student Services Coordinator, and second, with your Faculty Adviser. The only exception concerns canceled courses - in that case speak with the Student Services Coordinator or an SA. If you both agree on a suitable substitute, this change can be approved by your SA and then explained to your Faculty Adviser at your next meeting. **More than one**

**change to the A/C additionally requires (besides listing on a Drop/Replace petition and your COS) a revision to your original proposal to include the added courses (attached to the Drop/Replace petition) approved before the close of the quarter PRIOR to the graduation quarter.**

12. If you decide to reconstruct your entire Area of Concentration, you must discuss these changes with a Student Adviser or the Student Services Coordinator **before** you begin taking the classes. After the Student Adviser approves the new Area of Concentration, you must rewrite your proposal to reflect your new A/C and submit it for SA approval. Then, set up an appointment with your Faculty Adviser to discuss the changes and show him/her your new proposal. As stated before, s/he may have suggestions that would enhance your Course of Study. Depending on the degree of the change, you may need to consider switching to a Faculty Adviser who is an expert in your new area.