

INSTRUCTIONS FOR DECLARING MAJOR IN ENGINEERING: ARCHITECTURAL DESIGN

1. Enter your major declaration in [Axess](#) as ENG –BS and select the field of Architectural Design. **(Note: In Axess, you MUST select “Engineering” as your major with a FIELD in Architectural Design)**
2. Pick up your academic folder from your freshman/sophomore adviser and print out your Stanford transcript (unofficial is fine) from [Axess](#).
3. Download and complete your major [Program Sheet](#), which you can obtain from the UGHB site at <http://ughb.stanford.edu/> . Be sure to fill in all courses that you have taken and those which you plan to take. You will have the opportunity to revise this later, so please fill in as many courses as you can.
4. Bring your academic folder, transcript and completed program sheet to the CEE Student Services office (Terman M-42, thru November 2007 and moving to Room 316 of the Jerry Yang and Kiko Yamazaki Environment & Energy [E&E] Building by January 2008). The Student Services office hours are 10:00 am to noon and 2:00 to 4:00 pm, Monday through Friday.
5. Meet with Program Director Patti Walters (Terman 390 until moved to the Jerry Yang and Kiko Yamazaki Environment & Energy [E&E] Building, Room 267) and review your program sheet with her. Have her sign your program sheet.
6. Return your signed program sheet to the CEE Student Services Specialist, who upon receiving your signed sheet will approve your major declaration in Axess.
7. Keep your program sheet up to date. Changes to your program sheet can be made by printing out a revised sheet, obtaining Patti’s signature, and returning the approved sheet to the CEE Student Services Office. *NOTE – it is very important to confirm that your program sheet is current and accurate at least one quarter prior to graduation. Changes to your program may not be accepted within your final quarter.*