University of Victoria | Academic Advising for Humanities, Science & Social Sciences

REQUEST TO DECLARE PROGRAM (RDP)

NAME OF STUDENT: _____
Last Name First Name

UVIC STUDENT NUMBER: V00- _____ UVIC EMAIL ADDRESS: _____

All students registered in the Faculties of Humanities, Science and Social Sciences must declare a program by submitting this form to the Academic Advising Centre prior to graduation. A program cannot be declared until **second-year standing** has been attained (12 units completed).

Number of Units Completed:

FACULTY:
☐ Humanities
☐ Science
☐ Social Sciences

DEGREE, DIPLOMA OR CERTIFICATE:
☐ Bachelor of Arts
☐ Bachelor of Science
☐ Diploma (include name) _____
☐ Certificate (include name) _____

PROGRAM AND SUBJECT AREA: Please specify your area(s) of study for Honours, Major and General Programs (General Programs require two General areas of study). If your program also includes a Minor, Option, or Concentration, indicate the title on the line provided.

☐ Honours ☐ Double Honours _____ ☐ Major ☐ Double Major _____

_____ _____

☐ Combined Honours _____ ☐ Combined Major _____

_____ _____

☐ General _____ ☐ Minor _____

_____ ☐ Option ☐ Concentration _____

☐ Other (please specify) _____

Please read the following carefully:

- I authorize the Academic Advising Centre for the Faculties of Humanities, Science and Social Sciences to officially declare the above program and create a CAPP Degree Audit for me.
- When I am notified that my program has been declared, I will review my CAPP Degree Audit on-line and contact the Advising Centre if I have questions about my remaining degree requirements.
- Should I decide to change my declared program above, I **must** notify the Advising Centre in writing as soon as possible. I realize that program changes will not be made automatically based on course registration or by meeting the requirements for another program.
- I understand that it is my responsibility to ensure that my degree program requirements are completed.
- In no case will a program change be processed after my degree has been awarded.

_____
Signature

Date: _____ Telephone: _____

ADVA STAMP

The University of Victoria collects, uses, discloses and retains personal information only in compliance with the University Act and the British Columbia Freedom of Information and Protection of Privacy Act. The University of Victoria collects the personal Information on this form pursuant to section 26(a) and (c) of the Freedom of Information and Protection of Privacy Act. The information provided in this form will be used only for the purposes of determining eligibility and permission for taking a course at another post-secondary institution for credit towards a University of Victoria degree. For a detailed listing of the types of Personal Information the University collects and the purposes for such collection see Schedule A, Procedures for the Management of Personal Information. Should you have any questions concerning your personal information, please contact the University Secretary's office at foipp@uvic.ca or (250) 472-4914.

January 2015