

# COMPUTER SCIENCE MAJOR DECLARATION INSTRUCTIONS

## 1. Print Transcript and Declare on Axess

Print out a copy of your unofficial transcript from Axess (Academics → View Unofficial Transcript).  
*Please don't staple it.*

**I have an unofficial transcript from this quarter.**

While you're on Axess, be sure to declare there. (Academics → Declare a Major/Minor).

**I have declared on Axess.**

Email the Course Advisor (advisor@cs.stanford.edu) a copy of your unofficial transcript with the subject line "Unofficial Transcript" <FIRSTNAME LASTNAME>."

**I have emailed the Course Advisor my unofficial transcript.**

## 2. Basic Information

First:	Middle:	Last:
Preferred name:		Anticipated track (you can change this later!):
SUID # (1 leading zero):		Stanford email: _____@stanford.edu
Date you came to see the Course Advisor: _____/_____/_____		Expected graduation year: <input type="checkbox"/> 2019 <input type="checkbox"/> 2020 <input type="checkbox"/> 2021 <input type="checkbox"/> 2022 <input type="checkbox"/> Other: _____

**Optional:** The department will assign your faculty advisor. If you have a **strong preference** for an advisor and have **obtained their approval in the week prior** to seeing the Course Advisor, please note your preference below. Otherwise, you may leave this field blank.

Please note that **your first choice may not be available**, especially if they have a full advising group. In certain cases, we may assign you a temporary advisor and change it to your first choice after you reach out directly and obtain their permission. You can also change your advisor at a later point.

## 3. See the Course Advisor in Gates

Bring this form and your printed unofficial transcript to the Course Advisor's office hours in **Gates B02**. The current quarter's office hours are posted at <http://tinyurl.com/csadvisoroh>.

Note: There are no office hours during finals week, break, or summer quarter. It can take a couple of weeks for a declaration to go through, so please plan accordingly! Juniors should do this *before* winter quarter.