COMPUTER SCIENCE MAJOR DECLARATION INSTRUCTIONS

1. Print Transcript and Declare on Axess
   Print out a copy of your unofficial transcript from Axess (Academics \rightarrow 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 \rightarrow 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:
   | ______/______/___________ | □ 2019   □ 2020
   | | □ 2021   □ 2022 □ 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.