SCHOOL OF SCIENCE MAJOR DECLARATION 2012-13

Office of Academic Advising and Support

Overview

- Major Declaration – What students have to do?
- Major Declaration – Roles of pre-major faculty advisor
- Things to do during the advising session
- Advising session – demonstration
- Case study

Major Declaration Exercise

TWO ROUNDS OF MAJOR DECLARATION:

1st Round: April 2013

2nd Round: December 2013

Students are strongly advised to join the 1st round where majority of the program quotas are expected to be filled. Those who failed or have not participated in the 1st Round should join the 2nd Round.

ONE OR TWO MAJOR CHOICES:

Students can have a **Maximum** of **TWO** choices.

ELIGIBILITY:

You must have fulfilled the major pre-requisites
of your choice of majors by the end of Spring 2012/13.

SELECTION PROCESS:

Students' academic performance at HKUST will be the primary score for ranking.
Students choosing IPO majors would have interview in May.

RESULT RELEASE:

Result will be released in early July. Student will **NOT** be allowed to reject the major offer.

MAJOR DECLARATION 2012-13

APPLICATION PROCEDURE:



STEP 1

Download the **Major Declaration Form** from advise.science.ust.hk

** Read the **Important Notes** carefully before filling the form.

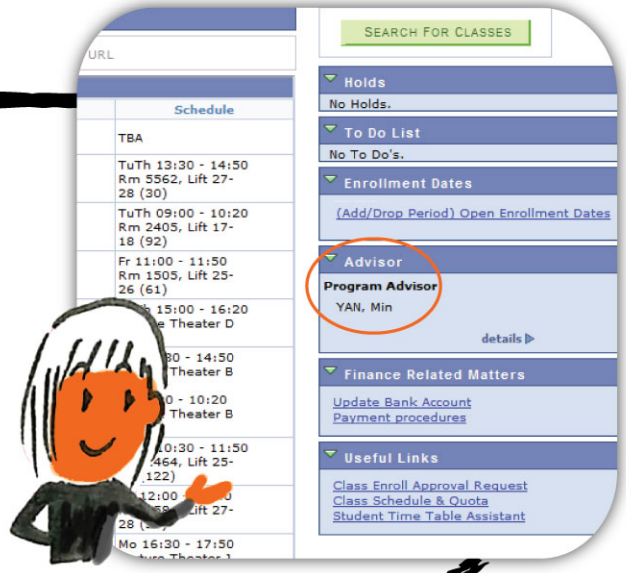


MAJOR DECLARATION 2012-13

APPLICATION PROCEDURE:

STEP 2

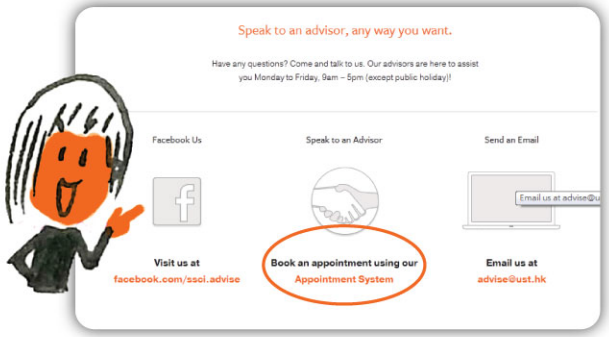
Check out your advisor. Please login to your SIS. The name of your advisor is at the right-hand column.



MAJOR DECLARATION 2012-13
APPLICATION PROCEDURE:

STEP 3

On or before 28 Feb 2013, go back to advise.science.ust.hk to make appointment with your advisor.
You have to meet your advisor on or **before 26 Apr 2013**.



MAJOR DECLARATION 2012-13
APPLICATION PROCEDURE:

STEP 4

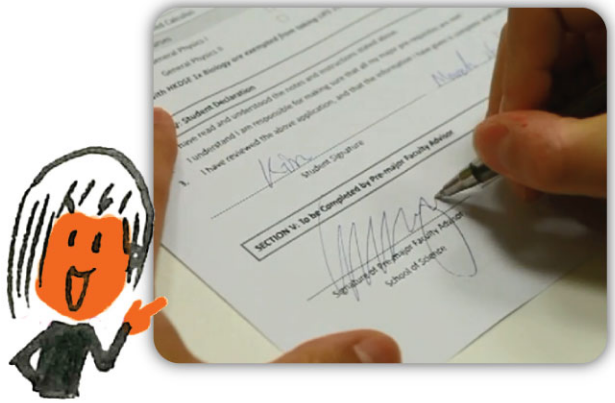
Bring your completed Major Declaration Form and meet your advisor on your scheduled day.



MAJOR DECLARATION 2012-13
APPLICATION PROCEDURE:

STEP 5

Make sure your Major Declaration Form is signed by your advisor.



MAJOR DECLARATION 2012-13
APPLICATION PROCEDURE:

STEP 6

Submit your Major Declaration Form to the Office of Academic Advising and Support
NO later than 5pm, 30 Apr 2013 (Opposite to LTB)

Change of major choice is allowed before the deadline. Please contact our office if you want to make changes to your major choices.



Roles of the Pre-major faculty advisor

- Show that you care
- Discuss with your advisees their major choices and make sure that their decision is well thought through
- Ensure that your advisees are progressing towards their intended majors
- Endorse your advisees' major declaration
- Meeting should last for 20~30 minutes

During the advising session

1. Check the student's profile before advising
   - https://advise2.science.ust.hk/student_profile/
2. Find out how he/she is adapting to university life
3. Check if the pre-major requisites were fulfilled
4. Ask if the student has any concern or question
5. Sign on the application form
6. Ask the student to pass the application form back to the Office of Academic Advising and Support
7. Mark your record/comment in the student profile
   - Please remind the student to inform us if they change the choice of major after you have signed on the application form

Demonstration of Major Declaration Advising Session

- http://youtu.be/vRUS2GRsbOY

Case Study

Q1. What would you do if the student has NOT fulfilled all the major pre-requisites for the intended major?

Suggested answer:

- Explore the reasons why he/she has NOT fulfilled the major pre-requisites.
- He/she can consider choosing another major or declaring the same major in the second round.
- Please discuss what the best is for the student according to his/her interest.
- It is not necessary to declare major in the first round if the student does not want to choose another major.
- Please send an email to Tina if student decided NOT to declare major in the first round.

Q2. What would you do if the student has fulfilled all the major pre-requisites for the intended major BUT the CGA is relatively low?

Suggested answer:

- Advisors can refer to the CGA distribution of the science students in Fall term if they want to have some ideas about the academic performance of our students (Please handle the information with care)
- If the student's desired major is relatively competitive (BCB and MAEC is believed to be most popular due to the limited quota), you could discuss with the student whether he/she should continue choosing the certain major and explore with the student if he/she would have other interested major.
- If he/she doesn't have other interested major, he/she needs to declare the same major in the second round, but there is no guarantee that he/she can get into that major. Therefore he/she should seriously consider a second choice in the second round of major declaration

Q3. What would you do if the student is undecided and asks you to help him/her to make the decision?

Suggested answer:

- Advisor should give suggestion according to their interest and ability (their strength and weakness).
- Explore what kind of career path the student would like to take in the future.
- Advisor should NOT make any decision for the student

Q4. I have a CGA of 2.7, do you think I can get into MAEC?

Suggested answer:

- Explore the reasons why the student wants to get into MAEC.
- Explain to the student that we do not have previous statistics on what CGA is required to enter a specific program.
- Explain to the student that the quota for MAEC is limited, like ~40, so if he/she has other interested major, he/she can consider to put a second choice in his/her application.

Q5. I want to major in Physics and I got an A in Physics course but I got really bad grade in common core, which made my CGA quite low. Do I have advantage for majoring in Physics?

Suggested answer:

- The overall CGA will be considered but not particular subjects
- Student's interest always come first.
- If his/her interest is in Physics, then he/she should try to choose Physics as the first choice regardless of the poor CGA.
- CGA is the primary ranking criteria in the first round of major declaration. Manipulation on the ranking criteria would be allowed only in the second round of major declaration.

Q6. When can student apply an additional majors, minors, and options?

- Student must have their first major before they can apply for another major or minor.
- Student does not have to consider options/tracks until they get into their major programs
- All declarations for the minor program must be made NO LATER than the last day of the add/drop period in the first regular term of the final year of study.

Q7. When will major declaration results be released?

- Early July (3rd or 4th) through email