



DECLARATION OF A MINOR

In order to declare your interest in pursuing a minor,
please follow these steps:

1. Take this form to the Department Chair of the field in which you would like to pursue a minor.
 - The Department Chair will assist you in completing the reverse side of this form; he/she **MUST ALSO SIGN** the form!
2. You must next secure the signature(s) of your advisor OR the Department Chair of your *major* field.
3. Return this completed form (with the appropriate signatures) to the Registrar's Office.
 - When you turn this form into the Registrar's Office, you will receive a copy of it to keep for your own records.

REGISTRAR STAFF USE ONLY:

___ Copy this form (2 copies):

1. Return one **copy** of the form to the student

2. Send another **copy** of the form to the Dept. Chair of the **Minor** Field (his/her signature appears on the form)

___ Direct **this form** (*the original*) to Carol Baker

___ File **this form** in the student's folder



Office of the Registrar

NTTC 2nd Floor

304.243.2238

DECLARATION OF A MINOR

NAME _____ CLASS LEVEL _____

SOCIAL SECURITY NUMBER _____

CURRENT MAJOR _____ DESIRED MINOR _____

By declaring a MINOR in _____, I agree to complete the following courses:

Course No. Course Title Credits

Course No. Course Title Credits

Course No. Course Title Credits

Course No. Course Title Credits

Course No. Course Title Credits

Course No. Course Title Credits

Course No. Course Title Credits

Department Chair of *Minor* Field Date

Advisor OR Department Chair of *Major* Field Date

PLEASE SEE REVERSE SIDE OF THIS FORM FOR INSTRUCTIONS