

Undergraduate Minor Declaration Form Instructions

- 1) Select only one minor per form.
Students declaring both a major and a minor will need one of each form.
- 2) Indicate the declaration or removal (undeclaring) of a minor. Also, in the body of the form, select the minor that is to be declared or removed (undeclared).
- 3) Forms can either be submitted in person to Enrollment Management Services (D-101) or emailed to declare@neiu.edu for processing.
- 4) If there are questions about the process, please visit Enrollment Management Services (D-101): declare@neiu.edu or (773) 442-4036, or contact the appropriate college (see below).

College of Arts and Sciences	College of Business and Technology	Daniel L. Goodwin College of Education
Dean's Office (BBH-158)	Program Advisement Office (CBM-159)	Dean's Office (LWH-4044)
(773) 442-5700	cbt-do@neiu.edu (773) 442-6111	(773) 442-5500

Declaring A Minor

Students declaring a College of Business and Technology minor must meet the admission requirements for the minor and obtain approval from the College of Business and Technology. Students declaring minors in other areas should complete the form and submit it to Enrollment Management Services. (See #3 above for submission instructions)

Remove (Undeclare) Your Minor

Student who no longer wish to minor in a previously declared area can use this form to A) indicate at the top of the form that they are removing a minor and B) indicate the no longer desired minor. No program advisor signature is required. (See #3 above for submission instructions).

Pre-Law and Pre-Health Professions

Students interested in law, medicine, nursing, pharmacy, etc. may indicate their interest by checking the appropriate box. This information will be shared with David Nissim-Sabat, Coordinator of Student Services in the College of Arts and Sciences. Students may contact Mr. Nissim-Sabat directly by stopping by his office in BBH-154A, emailing him at d-nissimsabat@neiu.edu or calling (773) 442-5706.

Student Center for Science Engagement (SCSE)

The Student Center for Science Engagement, located in BBH-235, is a resource center for students interested in Science, Math, and Computer Science and works to share information to help them increase success in their classes and future careers. SCSE may be contacted at scse@neiu.edu or (773) 442-5636.

Public Act 102-0214 requires that the Board of Trustees of each public university in the state, upon a student declaring or changing their academic major or program of study, provide the student with an [Occupational Outlook Report](#) associated with that major.