

## **CHANGE OF COLLEGE/MAJOR PROCEDURES**

### **Landscape Architecture**

*Follow these instructions if you are either 1) currently a student in any college outside of the College of Environmental Design (CED) at the University of California, Berkeley, or 2) a CED student wishing to switch majors. Please read these instructions carefully. Incomplete petitions will be denied.*

In order to be considered for admission to the College of Environmental Design, you must submit the following materials:

1. The Registrar's Change of College, Major, or Curriculum petition (attached).
2. The College of Environmental Design's Supplemental Application for Admission in Landscape Architecture (attached).
3. A Program Planning form (attached) with your proposed schedule to complete all requirements for the major.
4. Transcripts from post-secondary schools attended other than UC Berkeley, and any Advanced Placement (AP) test score report forms (if not already reflected on your DARS report).
5. A 750-word (maximum) essay explaining your educational/professional goals and why you would like to do a major in landscape architecture.

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You may apply for change of college no more than twice. You will be considered for change of college only if you:

- have completed at least one semester of coursework at UC Berkeley.
- have completed **fewer than 90 units** at the end of your last term before admission to the College of Environmental Design.
- are able to complete your degree within the College of Environmental Design's semester/unit limit.

College credit you earned while still in high school is not counted in consideration of the above.

*Please note: The grade point average (GPA) is a significant consideration for admission to the College of Environmental Design. Students who meet all other criteria and have a 3.0 or higher GPA are more likely to have their applications approved.*

### **DEADLINE**

November 1, for admission the following fall semester.

Submit materials to the Undergraduate Advisor in Landscape Architecture, 202 Wurster Hall.

UNDERGRADUATE PETITION
CHANGE OF COLLEGE, MAJOR, OR CURRICULUM

SEE REVERSE FOR INSTRUCTIONS

PLEASE TYPE OR PRINT IN INK

Note: To declare or change a major in the College of Letters and Science, obtain a "Petition to Declare a Major" from the College, 113 Campbell Hall.

Name: LAST FIRST MIDDLE SID# U1

Local Address: Street Address City State Zip Code

Permanent Address: Street Address City State Zip Code

Phone No Local: ( ) Permanent ( )

E-mail address:

Birthdate: Registration Status: New Continuing Readmit

First enrolled at Berkeley: Last enrolled at Berkeley:

I request CHANGE OF COLLEGE/SCHOOL (SEE "A" ON REVERSE.)
From: Present College/School To: New College/School
From: Present Major/Curriculum To: New Major/Curriculum

I request CHANGE OF MAJOR OR CURRICULUM (SEE "B" ON REVERSE.)
Only for use by students in the Colleges of Chemistry, Engineering, Environmental Design, and Natural Resources.
From: Present Major/Curriculum To: New Major/Curriculum

Term change is to be effective: Fall 20 Spring 20

Reason for request:

New Major Advisor: Signature College of Natural Resources Date

Student's Signature: Date:

COLLEGE/SCHOOL DEAN'S OFFICE
THIS PETITION IS APPROVED FOR:
Change of major/curriculum to:
Change of college or school to:
Term effective: Fall Spring
Signature of Dean or Dean's Representative Date

OFFICE OF THE REGISTRAR
Posted By: Date:

# INSTRUCTIONS

## A. STUDENTS REQUESTING A CHANGE OF COLLEGE/SCHOOL

1. Complete this petition and obtain required signatures of approval.
2. Submit petition to the college or school Dean's Office to which you are seeking entry. If your petition is approved, the Dean or the Dean's Representative will sign the petition and forward it to the Office of the Registrar for processing. Keep a copy of this petition for your records.
3. **College of Letters and Science:** Please consult the College of Letters and Science website ([ls-advise.Berkeley.edu/faq/chgclg.html](http://ls-advise.Berkeley.edu/faq/chgclg.html)) for deadlines and academic progress criteria. A written statement is also required. If you have completed over 60 units, you must attach a Declaration of Major Petition and a semester-by-semester program plan indicating how and when you will graduate, both signed by the advisor in the major you wish to declare.
4. **College of Natural Resources:** If you are petitioning to enter the College of Natural Resources, you MUST obtain the signature of your new major advisor. Check with the College of Natural Resources Dean's Office for further instructions.

## B. STUDENTS REQUESTING A CHANGE OF MAJOR/CURRICULUM

1. Complete this petition and obtain required signatures of approval if you are requesting a change of major or curriculum in:

College of Chemistry  
College of Engineering  
College of Environmental Design  
College of Natural Resources

**DO NOT USE THIS PETITION TO DECLARE OR CHANGE A MAJOR  
WITHIN THE COLLEGE OF LETTERS AND SCIENCE.**

2. Submit completed petition to the appropriate Student Service Office or the Dean's Office. If your petition is approved, the Dean or the Dean's Representative will sign the petition and forward it to the Office of the Registrar for processing. Keep a copy of petition for your records.
3. If you are in the College of Natural Resources, you MUST obtain the signature of your new major advisor.

### **MAJOR ADVISORS AND COLLEGE OR SCHOOL DEAN'S OFFICE**

**Keep a copy of petition for your records.**

**Send a copy of the approved petition to the original college/school.**

**SUPPLEMENTAL APPLICATION FOR ADMISSION  
Landscape Architecture**

1. Name \_\_\_\_\_ SID # \_\_\_\_\_
2. Application Type: (if not registered last term, attach a *Readmission Application Form* to this form)  
 Change of College \_\_\_\_\_ (attach UCB *Change of College, Major, or Curriculum* form)  
 Change of Major \_\_\_\_\_ (current CED students only; note: double majors within CED are not offered)  
 Simultaneous Degree \_\_\_\_\_ (attach *Simultaneous Degree Petition* and *Program Planning Form*)
3. Current College \_\_\_\_\_ Major \_\_\_\_\_
4. Have you applied to the College of Environmental Design before? Yes \_\_\_\_\_ No \_\_\_\_\_  
 If yes, which semester(s)? \_\_\_\_\_
5. Course List: Please note which of the following prerequisites you have either completed or have in progress. List the course number, course title, and grade received (mark "IP" for in-progress courses).

Requirement	Course No.	Course Title	Units	Grade	Term
Reading & Composition 1					
Reading & Composition 2					
Bio 1B, Bio 11 + Bio 11L, ESPM 2, ESPM 6, ESPM 101A, ESPM 102A, Plant Bio 40					
EPS 80, Env Sci 10 + Env Sci 10L or Physics 10/10C					
Social & Behavioral Sci					
International Study					
Historical Studies					
Philosophy & Values					
Arts & Literature					
ENV DES 1					
ENV DES 11A					
ENV DES 11B					

Two of the seven breadth courses may be completed after admission to CED. Check with the CED Undergraduate Office to see which courses satisfy the non-Environmental Design prerequisites (i.e., Social & Behavioral Sciences, International Studies, etc.)

6. Other relevant coursework completed or in progress (landscape architecture or other environmental design courses):

Requirement	Course No.	Units	Grade	Term

**PROGRAM PLANNING FORM**

Student Name: \_\_\_\_\_ SID: \_\_\_\_\_

Email Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

*Please check all that apply:*

- Simultaneous Degree   
  Excess Semester/Units   
  Change of Major   
  Minor   
  Probation  
 Change of College into Environmental Design   
  Readmission: Fall \_\_\_\_\_ Spring \_\_\_\_\_

Major(s): \_\_\_\_\_ Minor: \_\_\_\_\_

Expected Graduation Date: \_\_\_\_\_ Expected Total Units: \_\_\_\_\_

**PROPOSED SCHEDULE OF CLASSES:**

Beginning with the current term, indicate all courses you plan to take, including those needed to complete major, college/school, and University requirements.

Summer _____	Units	Fall _____	Units	Spring _____	Units
Total		Total		Total	

Summer _____	Units	Fall _____	Units	Spring _____	Units
Total		Total		Total	

Summer _____	Units	Fall _____	Units	Spring _____	Units
Total		Total		Total	

Summer _____	Units	Fall _____	Units	Spring _____	Units
Total		Total		Total	

**REQUIRED SIGNATURE(S)**

Student \_\_\_\_\_ Date \_\_\_\_\_ Major Advisor \_\_\_\_\_ Date \_\_\_\_\_

Major Advisor \_\_\_\_\_ Date \_\_\_\_\_