

How to Declare the Minor in International Studies

January 2016

Because this Minor is a program in the ISU College of Arts and Sciences, students pursuing majors in this College can easily declare the Minor through a website interface. For students pursuing majors in the other colleges (Business, Education, Health and Human Services, and Technology) or who are in University College, the process begins in their home college, with subsequent processing by the College of Arts and Sciences. If any student meets obstacles to declaring the Minor, they should touch base with Ms. Kelly Wright in the Office of the Dean, College of Arts and Sciences. She will assist students in the process when needed. (See below for her contact information.)

For Students in the College of Arts and Sciences

1. Use a web browser to go to: <https://www.indstate.edu/cas/saa>
2. Click on: Degree Plan Changes (from menu on the right) ➔ Click on: Change of Major/Minor, etc. FORM
3. Complete the on-line form and submit. You will need to provide your University ID number, your student e-mail address, and the name of your primary academic advisor. So have this information at hand.

For Students in the Other Colleges

1. Discuss your intentions with your academic advisor from your home college.
2. Request that your academic advisor (or an administrator in the Dean's Office of your home college) complete your college's form for declaring a minor. Your academic advisor or the administrator will submit the completed form to the Dean's Office of your home college for required signatures. That office will then forward the form to Kelly Wright in the College of Arts and Sciences for final processing.
3. You should receive an e-mail communication from the College of Arts and Sciences indicating that you are enrolled in the International Studies Minor and who your academic advisor is for this Minor.

Note: All students who declare the Minor in International Studies will have at least two academic advisors, one for their major and one for International Studies.

Current Administrative Staff to Contact for Declaring the Minor in International Studies

(These may change in future.)

- College of Arts and Sciences
Kelly Wright; Kelly.wright@indstate.edu; 237-2781, Stalker Hall, room 209B
- Scott College of Business
Allen Lindsay; Allen.Lindsay@indstate.edu; 237-2023; Federal Hall, room 124
- Bayh College of Education
Kenneth Coleman; Ken.Coleman@indstate.edu; 237-3131; University Hall, room 115
- College of Health and Human Services
Candace Jarvis; Candi.Jarvis@indstate.edu; 237-3118; HHS Building, room C-31
- College of Technology
Marilyn Warden; Marilyn.Warden@indstate.edu; 237-3671; Technology Center, room 101B
- University College
Your academic advisor; Normal Hall