

Economics Department
Advising Form Signature Request

The Economics Department has a new policy that all forms requiring an advisor's signature are now reviewed once a week. To declare the major or minor, or to request an adjustment to the major, please fill out the attached form. Note that there is additional information that must be attached for each request. Attach all necessary materials (transcripts, explanations, etc.) and place in the STUDENT REQUEST box in the Economics Department. Requests will be reviewed and can be picked up in the department office **on the following Monday afternoon**. Your request will either be approved and signed, or contain an explanation of why it cannot be approved at this time.

For assistance in forming your request, or for general advising information, please continue to see any department advisor during open advising hours.

Advising Form Signature Request

Name: _____

Student Red ID #: _____; phone #: _____

e-mail address: _____

I wish to:

- Declare Economics as my Major.** I have attached my SDSU Degree Audit (from Webportal) or Evaluation (from Central Advising, SSW 1551), showing that I have met impaction requirements, and a completed a “Declaration or Change of Undergraduate Major and Minor” form. Note: a transcript is not acceptable.
- Declare Economics as my Minor.** I have attached a completed “Declaration or Change of Undergraduate Major and Minor” form.
- Declare Economics as my Pre-Major.** I have attached a completed “Declaration or Change of Undergraduate Major and Minor” form.
- Transfer Credit for a Class(es) from another University.** I have attached the transcript AND class syllabus from the other University (a catalog description is not sufficient), and an explanation of the request.
- Transfer a Class(es) from one category to another within the major** (e.g. from Issues to Institutions and Method). I have attached my SDSU Degree Audit (from Webportal) or Evaluation (from Central Advising, SSW 1551) and an explanation of the request.
- Request Pre-Approval for Study Abroad for International Economics majors.** I have already contacted the International Student Center at either 594-1982, or on the web at www.sa.sdsu.edu/isc/iscindex.html. I have attached either the forms from ISC and class syllabi from the University in which I will be studying and/or a letter from the manager of the firm in which I will be working. The letter describes my responsibilities and number of hours per week I am expected to work.
- Request Post Approval for Study Abroad for International Economics majors.** I have attached either class syllabi and the transcript from the University in which I studied and/or a letter from the manager of the firm in which I worked. The letter describes my responsibilities and number of hours per week I worked.
- Request Pre-Approval for Study Abroad for Economics majors.** I have already contacted the International Student Center at either 594-1982, or on the web at www.sa.sdsu.edu/isc/iscindex.html . I have attached the forms from ISC and class syllabi from the University in which I will be studying.
- Request approval of Internship for International Economics, Pre-Professional, or Quantitative Majors.** I have attached an explanation justifying that the content of my internship is consistent with my major (International, Pre-Professional, or Quantitative).
- Request Course Forgiveness approval (If class was initially taken in another Institution).** I have attached my SDSU Degree Audit (from Webportal) or Evaluation (from Central Advising, SSW 1551), showing the course taken, and the course forgiveness scantron form available from the Registrar’s Office.
- Request Late Withdrawal (Of all classes for the entire semester only).** I have attached an explanation of my request and all supporting documentation (e.g., medical or legal notices, etc.)