

MAJOR/MINOR OVERLAP CHECK

Use additional forms to provide information about additional L&S majors and/or minors. List each major and minor only once.

NAME: _____ **SID#:** _____

PLEASE PRINT LEGIBLY

L&S MAJOR _____				2ND MINOR _____ COLLEGE _____				
Required Lower Division Courses <i>(Completed and currently enrolled in)</i>				Required Lower Division Courses <i>(Completed and currently enrolled in)</i>				
Dept & course no.	When completed	Where completed	Grade		Dept & course no.	When completed	Where completed	Grade
Required Upper Division Courses <i>(Completed and currently enrolled in)</i>				Required Upper Division Courses <i>(Completed and currently enrolled in)</i>				
Dept & course no.	When completed	Where completed	Grade		Dept & course no.	When completed	Where completed	Grade

Below, list any required courses you are using for both an L&S major and a minor or for two or more minors.

1. _____ 2. _____

L&S Major Adviser Signature

Printed Name

Date

Minor Adviser Signature

Printed Name

Date

INSTRUCTIONS

Students:

L&S students undertaking minors in other colleges, schools, or groups must complete at least four courses, either lower or upper division, that are not required by their major or another minor.

All major and minor requirements must be completed by your degree date. If you anticipate getting an Incomplete in a course required for your minor, remove yourself from the current degree list by the end of the semester. Add yourself to the degree list when you expect all requirements to be complete. Keep your minor adviser informed of any changes to your status.

When you submit your Education Minor Completion Form to your Education minor adviser (once you've completed or are enrolled in all required courses for all majors and minors you are completing), please also submit a "Major/Minor Course Overlap Check" form. Forms are available on the L&S Forms & Petitions website at <http://ls-advise.berkeley.edu/fp/fp.html>, as Page 2 of the Completion of L&S Minor packet.

- List only the courses *required* for each L&S major and additional minor (whether in L&S or not) you are completing. Use additional copies of the Overlap Check form as needed, but do not list any major or minor more than once. Each minor adviser must receive information about each L&S major and minor you are completing.
- Indicate any courses you are using to satisfy a requirement for both an L&S major and a minor or for two minors.
- Obtain the signatures of your L&S major adviser(s) and any other minor advisers on the Overlap Check form(s). If your major and minors are in very different fields and there is no possibility of overlapping courses, check with each minor adviser about waiving the signature of your major adviser and other minor adviser. The minor adviser(s) may require that you bring a copy of your most recent UC Berkeley grade report and/or copies of transcripts from other institutions where relevant coursework was completed.

Minor Advisers:

Please give one or more Major/Minor Overlap Check forms to each student completing your minor (or direct them to the L&S Forms & Petitions website, <http://ls-advise.berkeley.edu/fp/fp.html>, where they can be downloaded as Page 2 of the Completion of L&S Minor packet). Each student should list all required courses for each L&S major and minor they intend to complete and obtain the signature of each L&S major and minor adviser. **However, if there is clearly no possibility of overlapping courses between your minor and the student's major(s) or other minor(s), you may waive the major and minor advisers' signatures.** If in doubt, please require that the student obtain the signature.

Once grades have been posted for all courses required for the student's major(s) and minor(s), compare courses listed on the Major/Minor Overlap Check form with your minor's required courses to determine that there is no excess overlap between a student's major(s) and other minor(s). Students must complete at least four courses, either lower or upper division, that are not required by their major or another minor.

Once approved, send your approved minor petition to the Registrar's Office in 124 Sproul Hall, #5404. It is not necessary to send a copy to L&S.

If unable to approve, please inform the student. In some cases the student may be able to adjust their major program and return with a revised Major/Minor Overlap Check form. If the minor remains unapproved, it is not necessary to notify the student's major or college or the Registrar's Office.