

INSTRUCTIONS FOR DECLARING
YOUR UNDERGRADUATE MAJOR
MECHANICAL ENGINEERING (BS-ME)

1. Print a copy of your transcript from Axess
2. Download and complete the program sheet from the School of Engineering website: <http://ughb.stanford.edu/>
3. Identify an undergraduate program advisor from the ME website: <http://me.stanford.edu/faculty/index.html>. If you prefer, the Student Services Office will assign one to you.
4. Discuss the program with your advisor and have him/her approve and sign your declaration form and program sheet.
5. Meet with the Chair of Undergraduate Student Services and get a signature on the declaration form.
6. Return all completed documents and transcript to the Student Services Office in building 530, room 125.
7. Login to Axess and formally declare your major.
8. E-mail Christine Gibo (cgibo@stanford.edu) to let her know that you have declared your major so that she may approve it.



BS in Mechanical Engineering Declaration

Please print

Name _____ Student ID _____

E-Mail _____

Advisor: Professor _____ Office Location _____

Please obtain appropriate signatures:

Associate Chair of Student Services _____ Date _____

Professor Mark Cappelli, Bldg 520, room 520J

Major Advisor _____ Date _____

Declaration Approval _____ Date _____

Student Services Office