

INTRUCTIONS FOR DECLARING
YOUR UNDERGRADUATE MAJOR
PRODUCT DESIGN (BS-PD)

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 completed program sheet and declaration form below.
5. Return all completed documents and transcript to the Student Services Office in building 530, room 125.
6. Login to Axess and formally declare your major. **NOTE: Select “Engineering” as your major (NOT Mechanical Engineering), with a field in Product Design.**
7. E-mail Christine Gibo (cibo@stanford.edu) to let her know that you have declared your major so that she may approve it.

BS in Product Design Declaration

Please print

Name _____ Student ID _____

E-Mail _____

Shaded areas to be completed by ME Student Services

Advisor: Professor _____ Office Location _____

Please obtain signature:

Major Advisor _____ Date _____

Declaration Approval _____ Date _____

Student Services Manager