

**School of Travel Industry Management Office of Student Academic Services (TIM OSAS)**  
**Procedures for Declaring Concurrent/Multiple Majors and/or Degrees**  
**Both Within and Across Colleges except Shidler BBA majors/ degree**  
**Shidler BBA majors/ degree seeking - see page #2**

**Step #1:**

Submit to TIM OSAS, the following materials in PDF format via email to [timinfo@hawaii.edu](mailto:timinfo@hawaii.edu):

1. **UHM-3 Form** (page #3)
  - a. Top section only (student name, ID & signature)
  - b. A 3.25 cumulative GPA is required
2. A complete **academic plan** (through graduation) updated on STAR GPS Registration. The plan must include:
  - a. All requirements for all majors/ degrees intended to complete, including general education and graduation requirements;
  - b. Credit minimums/ maximums (19 credits maximum per semester); and
  - c. Any minors/ certificates
3. A **justification**. A typed statement (1 page maximum, double-spaced, 12 size font), addressing:
  - a. What your plans are and why; and
  - b. Description of the educational value of pursuing multiple degrees and how they relate to your academic and professional goals

**Step #2:**

Sign-up for an advising appointment via STAR Balance to meet with a TIM Advisor to review your materials and to retain a signature for “current major department.” Sign-up online: [star.hawaii.edu/appointment](http://star.hawaii.edu/appointment)

**Step #3:**

Meet with the proposed multiple major department (e.g., Japanese advisor, Hawaiian studies advisor) to attain “proposed major department” signature.

***Note: the proposed multiple major department may have their own requirements that must be met***

**Step #4:**

Meet with the proposed college’s student academic services (SAS) department (e.g., College of Arts & Humanities/ Languages, Linguistics and Literature, Hawaiiinuiakea) to attain “proposed student academic services” signature.

***Note: the proposed college SAS may have their own requirements that must be met***

**Step #5:**

Submit a copy of completed and signed UHM-3 Form (all sections) and updated academic plan (if applicable) in PDF format to TIM OSAS via email: [timinfo@hawaii.edu](mailto:timinfo@hawaii.edu)

Important Notes:

- Courses cannot double-dip, i.e. - use the same course to satisfy major requirements in multiple major/ degree programs, with the exception of a specific course being required for each program.
- If approved for concurrent/multiple major/degrees, it is your responsibility to understand the possibility of delayed graduation and financial aid implications. Please consult with the other offices that may be impacted (e.g., VA, etc).



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**Shidler BBA majors/ degree seeking**

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1. **UHM-3 Form** (page #3)
  - a. Top section only (student name, ID & signature)
  - b. A 3.25 cumulative GPA is required
2. A complete **academic plan** (through graduation) updated on STAR GPS Registration. The plan must include:
  - a. All requirements for all majors/ degrees intended to complete, including general education and graduation requirements, completed within the same semester/ year;
  - b. Credit minimums/ maximums (19 credits maximum per semester); and
  - c. Any minors/ certificates;
3. A **justification**. A typed statement (1 page maximum, double-spaced, 12 size font), addressing:
  - a. What your plans are and why; and
  - b. Description of the educational value of pursuing multiple degrees and how they relate to your academic and professional goals

**Step #2:**

Sign-up for an advising appointment via STAR Balance to meet with a TIM Advisor to review your materials and to retain a signature for "current major department." Sign-up online: [star.hawaii.edu/appointment](http://star.hawaii.edu/appointment)

**Step #3:**

Submit application for Shidler-BBA admissions by the required deadline. Apply online:

<http://www.shidler.hawaii.edu/undergradapp>

**Step #4:**

Email Shidler-BBA admissions advisor at [claref@hawaii.edu](mailto:claref@hawaii.edu) with the following information:

- SUBJECT LINE: TIM-BS Concurrent Major applicant
- BODY (include):
  - Note on TIM major intent to pursue concurrent major with BBA
  - BUS course requests for following semester registration (e.g., BUS 310, 311)

*Note: this is a ONE TIME request. Any changes to BUS course registration may occur after concurrent BBA major is approved (Step #5).*

**Step #5:**

After confirmation of BBA admissions (email confirmation after final grades are posted), email the following materials to Shidler BBA OSAS at: [business@hawaii.edu](mailto:business@hawaii.edu) by the following deadlines - **June 1 (fall admissions)** or **January 1 (spring admissions)**

*Note: failure to meet these deadlines will result in dropping of your BUS class(es) prior to the first day of the semester.*

1. UHM-3 Form (with current major department line signed)
2. Academic Plan from STAR GPS Registration (from step #1)
  - a. Print through STAR GPS Registration
3. Justification (from step #1)

Important Notes:

- All pre-business admissions requirements must be completed for concurrent-BBA major approval;
- Courses cannot double-dip, i.e. - use the same course to satisfy major requirements in multiple major/ degree programs (e.g., BUS 312 & TIM 304; BUS 315 & TIM 303), with the exception of a specific course being required for each program.
- If approved for concurrent/multiple major/degrees, it is your responsibility to understand the possibility of delayed graduation and financial aid implications. Please consult with the other offices that may be impacted (e.g., VA, etc).



UNIVERSITY OF HAWAI‘I AT MĀNOA

**APPLICATION for MULTIPLE UNDERGRADUATE MAJORS and/or DEGREES**

Before completing this application, please consult with advisors in the appropriate college/school to ensure that you meet the criteria for pursuing multiple majors and/or degrees. To be eligible for consideration, you must already have a declared major and be in good academic standing (2.0 cumulative Grade Point Average or above). Note that each college/school may have its own eligibility and application requirements in addition to this form. Before submitting this application, please discuss your plans to pursue multiple majors and/or degrees with your current academic advisor.

|                                |       |      |                          |
|--------------------------------|-------|------|--------------------------|
| <b>Legal Name:</b> Family/Last | First | M.I. | <b>UH Student I.D.#:</b> |
|--------------------------------|-------|------|--------------------------|

*Student Signature*

*Date*

**Approval from Current Major Department:** \_\_\_\_\_  
 (School/College) (Major) (Degree: BA, BS, etc.)

This student is eligible to declare multiple majors and has this department’s approval to do so.

\_\_\_\_\_  
*Department Advisor/Chair (print name and sign above)*

\_\_\_\_\_  
*UHM Phone*

\_\_\_\_\_  
*Date*

**Approval from Proposed Multiple Major Department**

This student has been advised about requirements for a \_\_\_\_\_ in \_\_\_\_\_ and is  
 (Degree: BA, BS, etc.) (Major)

subject to the requirements established in \_\_\_\_\_. The student \_\_\_\_\_  
 Sem/Year is / is not

recommended for admission.

Remarks:

\_\_\_\_\_  
*Department Advisor/Chair (print name and sign above)*

\_\_\_\_\_  
*UHM Phone*

\_\_\_\_\_  
*Date*

**Approval from Proposed Student Academic Services**

Approved / Denied, effective \_\_\_\_\_  
 (Circle one) (Sem/Year)

\_\_\_\_\_  
*College/School Dean or Designee (print name and sign above)*

\_\_\_\_\_  
*UHM Phone*

\_\_\_\_\_  
*Date*

Primary Degree/Major: \_\_\_\_\_ Confirmed by Student (initial): \_\_\_\_\_

*Majors from Schools/Colleges that charge a professional fee (e.g. Nursing, Engineering, Business, Architecture) shall be designated as primary.*