

The College Declaration of Major Form – DocuSign Process

The College has transitioned to a DocuSign form for our Declaration of Major form. This transition will allow students to easily submit forms from anywhere in the world, as well as ensure that all forms that we receive contain the correct information and approvals. It also enables all signatory parties to know when the form has been completed, as they will receive an email alerting them that the document has been completed. Below is a step-by-step walk-through for the DocuSign process of declaring a major OR a minor. In the case of the minor, the student would simply check the box next to “This is for a Minor Declaration” in the middle of the form.

Step 1: The College Forms Site

For a student to start the process of filling out the DocuSign form, they will simply click on the orange link designated by the red arrow below. Please note the wording for the description. Students are encouraged on the College pages that reference declaring a major or minor to contact the Declare a Major/Minor Contact (DMC) before they start the process. They’re encouraged to do this to ensure that they follow whatever process your department has set up. For example, some departments prefer for the student to fill the form out while they’re in a Zoom meeting with their advisor or another department administrator.



PLEASE START THE DECLARATION PROCESS BY VISITING THE **DECLARE A MAJOR/MINOR CONTACT** PAGE AND FIND THE DEPARTMENT YOU WOULD LIKE TO DECLARE A MAJOR IN. CONTACT THE PERSON LISTED FOR THE DEPARTMENT VIA EMAIL TO DETERMINE WHAT STEPS YOU NEED TO FOLLOW TO DECLARE A MAJOR.

Declaring Minor: Please reach out to the department contact to determine what steps you need to follow to declare a minor. Not all departments use the DocuSign form.

Please review the preview of the form below to see what information you'll need to complete **BEFORE** starting the DocuSign process (required fields are highlighted in yellow on the preview). Please note: this form is not for submission. Declaration of Major or Minor must be submitted via DocuSign.

--Preview PDF--

[Next Step: The PowerForm](#)

Step 2: The PowerForm

After the student clicks on the link, they'll automatically be directed to a DocuSign site that asks the student to designate who will receive the form once the student fills out their portion. This initial site is called a PowerForm and allows the initiator of the form to designate who will be receiving the form, where appropriate. Below, you can see where the student will enter their name and email in the areas marked with green arrows. They will then enter the Declaration of Major Contact name and email in the areas marked with yellow arrows. They do not need to update the Declaration of Major Signatory field, as the DMC will populate that information when the student signs the form and finishes their portion. Nor do they or the DMC need to update the College Registrar information, as the form is set to automatically be routed to our registrar's office when the department has completed their portion of the form. Once the student fills in the areas marked with arrows below, they will click on Begin Signing at the bottom of the PowerForm.

PowerForm Signer Information

Before you fill out this form, please reach out to the Department Major/Minor contact to know which steps you need to take to declare major in their department (<https://college.as.virginia.edu/dmmc>). Once you have touched base with them and are ready to complete the form, fill in your name and UVA email, along with the name and email for the Department Major/Minor contact that you are declaring a major in. PLEASE double check the information before clicking on Begin Signing at the bottom. DO NOT change any of the other recipients or your form will not be submitted to The College.

Please enter your name and email to begin the signing process.

Student

Your Name: *

Your Email: *

Please provide information for any other signers needed for this document.

Declaration of Major Contact (DMC)

Name:

Email:

Declaration of Major Signatory

Name:

Email:

College Registrar

Name:

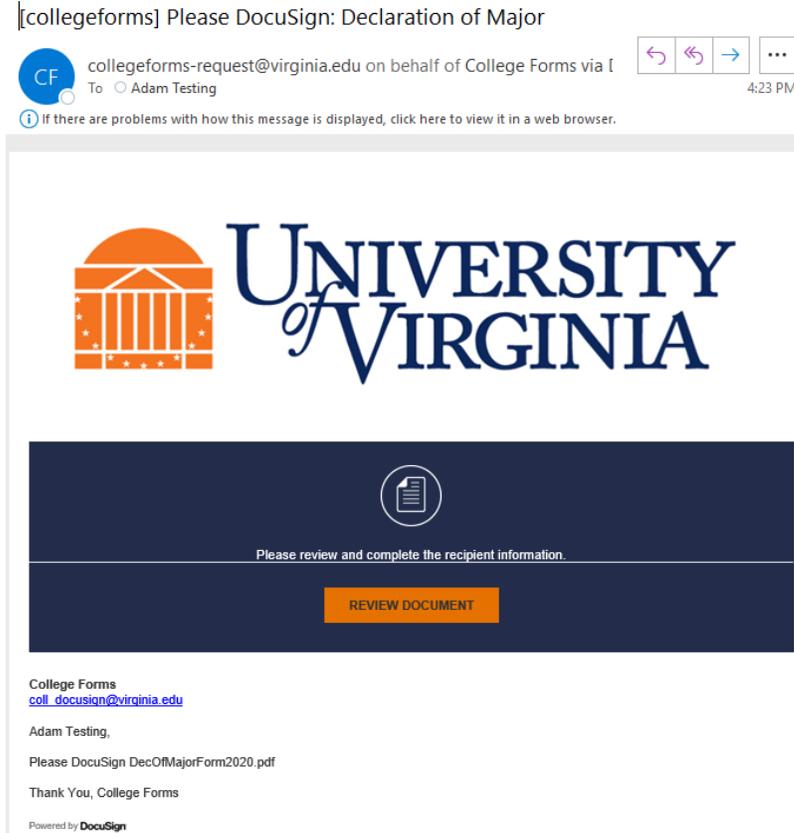
Email:

BEGIN SIGNING

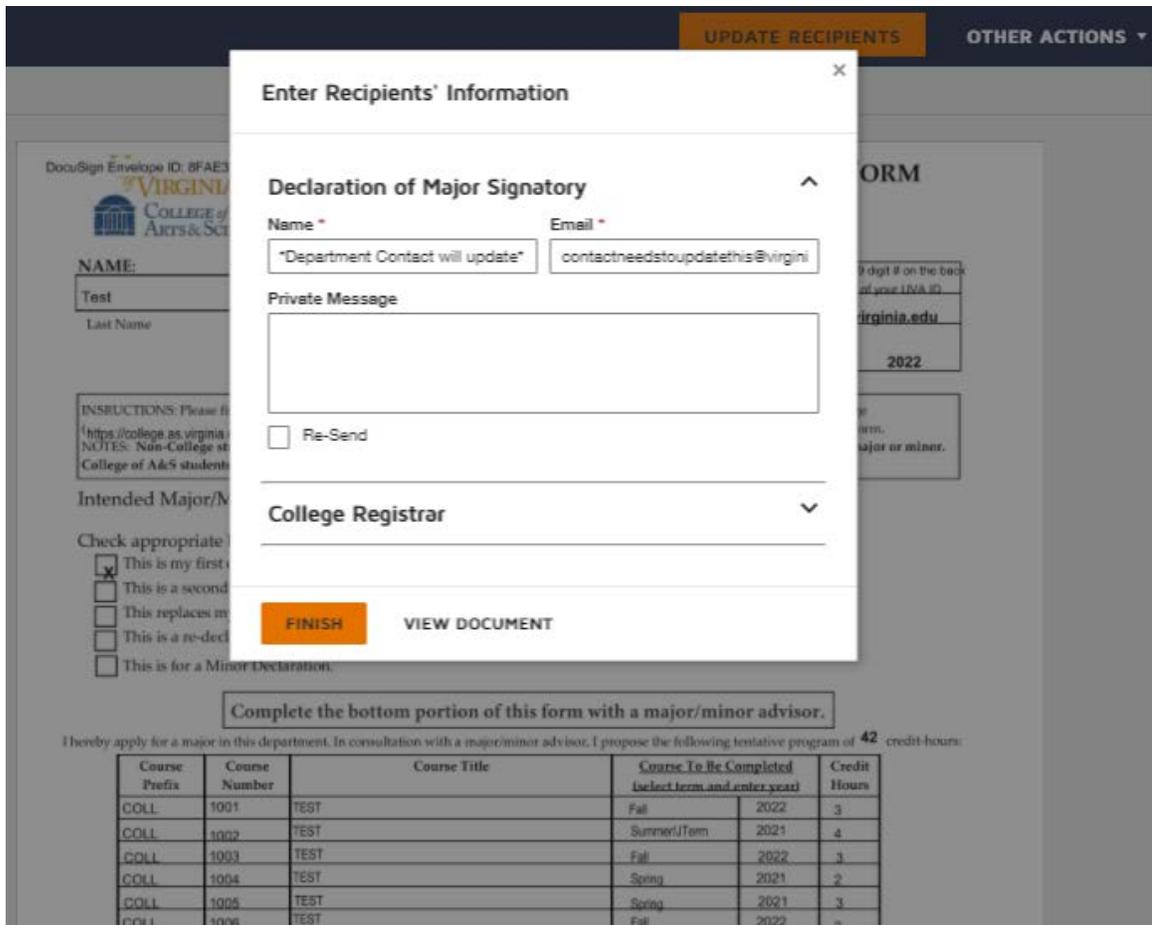
[Next Step: The Declaration of Major Form](#)

Step Four: The Declaration of Major Contact

Assuming the student entered the information in correctly, the DMC will receive an email from DocuSign prompting them to review the document. The title of the email should be Please DocuSign: Declaration of Major, or something similar (see below).



When you click on the “REVIEW DOCUMENT” button, you will automatically be directed to the DocuSign site. As you can see below, the form with the student’s information is in the background and a window asking for you to Enter Recipients’ Information is in the foreground. You’ll be working in that foreground window. As you can see, it prompts you to update the name and email of whomever will be the signatory of the declaration of major in your department. Please note that this signatory varies widely throughout A&S. Some departments have the DUP sign the form, while others have the actual student’s faculty advisor, with some departments granting that authority to the administrators. (It is up to the department to determine how they handle this process, and because of the varied processes we are trying to leave the DocuSign approval process as unrestricted as we can. Having the form go to a DMC first instead of straight to the DUP for signature is as unrestricted as DocuSign allows us to be.) If the DMC and signatory are the same person, the DMC will simply enter their own name and email in the Declaration of Major Signatory fields and the form will be directed to them for signature. Once the Declaration of Major Signatory info is updated, the DMC can click on the FINISH button at the bottom of the foreground window. You can also click on VIEW DOCUMENT to remove the foreground window. When you’re ready to continue updating the form or finish it, click on UPDATE RECIPIENTS at the top. IMPORTANT: you do not need to update the College Registrar information. Altering that information may end up causing your form to not be routed to The College, and the form will not be completed.



Below is an example of how you might complete the form, with your signatory's information.

The screenshot shows a web form titled "Enter Recipients' Information" with a close button (X) in the top right corner. The form is divided into sections. The first section is "Declaration of Major Signatory" with an upward arrow icon. It contains two input fields: "Name" with the text "Dr. Tom Test" and "Email" with the text "drtest@virginia.edu". Below these is a "Private Message" section with a text area containing the text: "You can enter information in this field and it will not be conveyed to the student or later recipients. However, The College staff will be able to see the note in our DocuSign Management Portal." Below the text area is a checkbox labeled "Re-Send" which is currently unchecked. The second section is "College Registrar" with a downward arrow icon. At the bottom of the form are two buttons: "FINISH" (orange) and "VIEW DOCUMENT" (grey). Below the form, there is a grey box with the text: "Complete the bottom portion of this form with a major/minor advisor." The background of the page is partially visible, showing a header "UPDATE RECIPIENTS" and some text from another page.

[Next Step: Department Signature for Approval](#)

Step Five: Department Signature for Approval

Once the DMC finishes assigning the Declaration of Major Signatory, the form will be routed to the person that was listed in Step Four. The signatory will receive an email similar to the one below. You can see the private message that was entered in for the last step. The signatory can click on REVIEW DOCUMENT and the form will automatically take them to the DocuSign form for signature.

[coll_docusign] Please DocuSign: Declaration of Major

 coll_docusign-request@virginia.edu on behalf of College Forms via Docu
To  Dr. Tom Test 5:19 PM



 If there are problems with how this message is displayed, click here to view it in a web browser.





College Forms sent you a document to review and sign.

[REVIEW DOCUMENT](#)

College Forms
coll_docusign@virginia.edu

PRIVATE MESSAGE
You can enter information in this field and it will not be conveyed to the student or later recipients. However, The College staff will be able to see the note in our DocuSign Management Portal.

Please review all information on form and click on the Sign button if you approve. Form will automatically be sent to The College.

Powered by 

As you see below, the private message is also conveyed at the top of the site when the signatory enters the DocuSign page.

Please Review & Act on These Documents

 College Forms
University of Virginia – Arts and Sciences


Powered by 

PRIVATE MESSAGE: You can enter information in this field and it will not be conveyed to the student or later recipients. However, The College staff will be able to see the note in our DocuSign Management Portal.
[View More](#)

Please review the documents below. [CONTINUE](#) [OTHER ACTIONS ▾](#)

<https://collegeofartsandsciences.virginia.edu/dmcc> and follow the instructions for that department. Work with the department to complete this form.
NOTES: Non-College students may have only one major and one minor in the College. SCPS students may not have a College major or minor.
College of A&S students may only have A&S majors; some minors in other schools are open.

Intended Major/Minor: **University Studies**

Check appropriate box or boxes as they apply to the intended major:

This is my first or only major.

This is a second major; my other major is in

This replaces my previous declaration in

After the signatory clicks CONTINUE, they'll see the form with the information that the student filled out and a red box prompting them to enter their name and then click on the "Sign" button (Figure 1). If they choose to do so, and then click FINISH, their signature will act as approval for the student's Declaration of Major form and will be routed to The College Registrar's office. ****If the Major Advisor is not the same as the signatory, please make sure that the Major Advisor's name is entered in the field for "Name of Student's Major Advisor". You do not need to worry about typing out your name if you are not the major advisor. That information is captured multiple times in the DocuSign process.**** If they determine that they can not approve the form, they can click on OTHER ACTIONS and then Void or Decline to Sign (Figure 2) and enter a brief explanation as to why they chose to not approve the form. The student will then receive an email notifying them of that decision and they will have to start a new form. After the department signatory completes their step in the process by either approving or voiding/declining to sign, the department's part in the DocuSign process is

complete. As noted before, the form will be routed to The College Registrar's office for processing.

Figure 1

DocuSign Envelope ID: 8FAE3209-9945-41E0-B77D-45DF47186886

DECLARATION OF MAJOR and MINOR FORM FOR THE BA OR BS DEGREE

UNIVERSITY OF VIRGINIA COLLEGE of ARTS & SCIENCES

NAME:

UVA ID #	123456789	9 digit # on the back of your UVA ID
UVA EMAIL	test	@virginia.edu
Intended Date of Graduation	Spring	2022

Test Test A
Last Name First Name MI

INSTRUCTIONS: Please find the department in which you would like to declare from the Declaration of Major/Minor Contact page (<https://college.as.virginia.edu/dmrc>) and follow the instructions for that department. Work with the department to complete this form.
NOTES: Non-College students may have only one major and one minor in the College. SCPS students may not have a College major or minor. College of A&S students may only have A&S majors; some minors in other schools are open.

Intended Major/Minor: **University Studies**

Check appropriate box or boxes as they apply to the intended major:

This is my first or only major.
 This is a second major; my other major is in _____
 This replaces my previous declaration in _____
 This is a re-declaration following a leave of absence or voluntary withdrawal.
 This is for a Minor Declaration.

Complete the bottom portion of this form with a major/minor advisor.

I hereby apply for a major in this department. In consultation with a major/minor advisor, I propose the following tentative program of **42** credit-hours

Course Prefix	Course Number	Course Title	Course To Be Completed		Credit Hours
			Select term and enter year		
COLL	1001	TEST	Fall	2022	3
COLL	1002	TEST	Summer/Term	2021	4
COLL	1003	TEST	Fall	2022	3
COLL	1004	TEST	Spring	2021	2
COLL	1005	TEST	Spring	2021	3
COLL	1006	TEST	Fall	2022	3
COLL	2001	TEST	Spring	2021	6
COLL	2002	TEST	Fall	2021	3
COLL	2003	TEST	Spring	2022	4
COLL	2004	TEST	Spring	2021	6
COLL	2005	TEST	Spring	2022	5

Name of Student's Major Advisor: _____

Sign

PRINT NAME CLEARLY; ILLEGIBLE FORMS WILL BE RETURNED

REMINDER TO THE STUDENT: Review your Academic Requirements (AR) report carefully every semester to make sure that you are making good progress towards graduation and that you are fulfilling all degree requirements. You are responsible for the area requirements in effect the semester you entered the College. They are listed in the *Undergraduate Record*. You are responsible for the major requirements in effect at the time when you declared the major. These are also listed in the *Undergraduate Record* and in the materials provided by the department. If there are discrepancies or if you have questions regarding your AR report, see the College Registrar promptly. Questions about majors and minors should be directed to the department. ALL COURSES TAKEN TO SATISFY COMPETENCY, AREA, MAJOR, MINOR AND AREA REQUIREMENTS MUST BE TAKEN FOR A GRADE (NOT Credit/No Credit). Sign below to indicate that you have read and understood this information.

STUDENT'S SIGNATURE

9/15/2020
DATE

DocOfMajorForm2020.pdf 1 of 1

FINISH

Figure 2

FINISH **OTHER ACTIONS**

- Finish Later
- Void
- Correct
- Help & Support
- About DocuSign
- View History
- View Certificate (PDF)
- Session Information

9 digit # on the back of your UVA ID
virginia.edu
2022

[Next Step: Document Completion](#)

Step Six: Document Completion

After The College Registrar has processed the document, they will initial the form and complete the DocuSign process for this form. At that point, an email will be autogenerated and sent to all signatories (in this case that would mean the student, the departmental signatory, and the COLL Registrar) as you can see below in Figure 1. This email contains a link that will direct the recipient to a DocuSign site where they can view the completed form and print the form or download a .zip file of the form (Figure 2). The easiest method to download the .pdf is to simply click print and DocuSign will autogenerated a .pdf. You can then download the .pdf or you can print the file and have a hard copy. The DocuSign process is now complete!

Figure 1

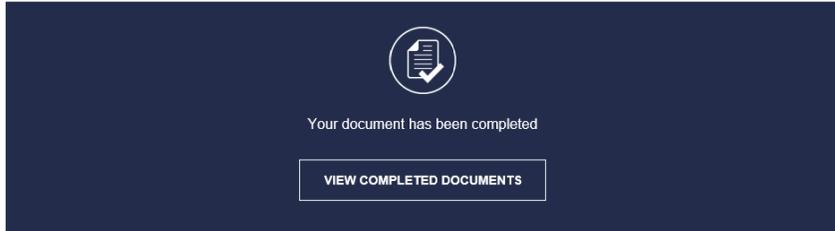


Figure 2

This document is now complete. CLOSE OTHER ACTIONS ▾

DocuSign Envelope ID: 8FAE3209-0945-41E0-B77D-45DF47166866

UNIVERSITY OF VIRGINIA
COLLEGE of ARTS & SCIENCES

DECLARATION OF MAJOR and MINOR FORM FOR THE BA OR BS DEGREE

NAME:			UVA ID #	123456789 <small>9 digit # on the back of your UVA ID</small>
Test	Test	A	UVA EMAIL	test@virginia.edu
Last Name	First Name	MI	Intended Date of Graduation	Spring 2022

INSTRUCTIONS: Please find the department in which you would like to declare from the Declaration of Major/Minor Contact page (<https://college.as.virginia.edu/dmcc>) and follow the instructions for that department. Work with the department to complete this form.
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Intended Major/Minor: University Studies

Check appropriate box or boxes as they apply to the intended major:

- This is my first or only major.
- This is a second major; my other major is in
- This replaces my previous declaration in
- This is a re-declaration following a leave of absence or voluntary withdrawal.
- This is for a Minor Declaration.

Complete the bottom portion of this form with a major/minor advisor.

I hereby apply for a major in this department. In consultation with a major/minor advisor, I propose the following tentative program of **42** credit-hours:

Course Prefix	Course Number	Course Title	Course To Be Completed (select term and enter year)		Credit Hours
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COLL	1002	TEST	Summer/Term	2021	4
COLL	1003	TEST	Fall	2022	3
COLL	1004	TEST	Spring	2021	2
COLL	1005	TEST	Spring	2021	3
COLL	1006	TEST	Fall	2022	3
COLL	2001	TEST	Spring	2021	6
COLL	2002	TEST	Fall	2021	3
COLL	2003	TEST	Spring	2022	4
COLL	2004	TEST	Spring	2021	6
COLL	2005	TEST	Spring	2022	5

Name of Student's Major Advisor: Dr Tom Test

PRINT NAME CLEARLY; ILLEGIBLE FORMS WILL BE RETURNED

DocuSigned by: Dr Tom Test

REMINDER TO THE STUDENT: Review your Academic Requirements (AR) report carefully every semester to make sure that you are making good progress towards graduation and that you are fulfilling all degree requirements. You are responsible for the area requirements in effect the semester you entered the College. They are listed in the Undergraduate Record. You are responsible for the major requirements in effect at the time when you declared the major. These are also listed in the Undergraduate Record and in the materials provided by the department. If there are discrepancies or if you have questions regarding your AR report, see the College Registrar promptly. Questions about majors and minors should be directed to the department. ALL COURSES TAKEN TO SATISFY COMPETENCY, AREA, MAJOR, MINOR AND AREA REQUIREMENTS MUST BE TAKEN FOR A GRADE (NOT Credit/No Credit). Sign below to indicate that you have read and understood this information.

DocuSigned by: Testing 9/15/2020

STUDENT'S SIGNATURE DATE

OR CR 9/15/2020

DocOfMajorForm2020.pdf 1 of 1

CLOSE

If you have any questions about this process, please feel free to reach out to Adam Richard via email at ar5se@virginia.edu. Thanks for all of your help and understanding during this transition to DocuSign. We're figuring out and fixing the bugs as we find them, so please let us know if something isn't working as intended.

Thank you!

Adam Richard
College Business Administrator