

Please review the steps below before starting your declaration process to ensure that your form is routed correctly. Failure to follow the steps outlined in How to Fill out PowerForm for Declaration of Major or Minor (Student) may result in your form being voided and you will need to fill out another form and resubmit. Once you have reviewed the information below, please start the DocuSign process by clicking on the na2.docusign.net link below. You can also copy and paste the address in a browser if the link is not working:

<https://na2.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=8ac06762-93a5-4b69-a317-096a66807599&env=na2&acct=cb8f3d97-c474-4da1-9ceb-17a5b1681cc6&v=2>

How to Fill out PowerForm for Declaration of Major or Minor (Student)

Filling out the PowerForm correctly is imperative for your completed DocuSign form to be routed to the correct person. If you fail to fill out this form correctly, the form will be voided and you will have to fill out another form and resubmit. The steps for the Declaration of Major PowerForm are:

START BY CONTACTING THE DEPARTMENT YOU WOULD LIKE TO DECLARE IN BEFORE DOING ANYTHING ELSE

- 1) Enter your name and UVA email into the Student section (red arrows)
- 2) Enter the name of the Declaration of Major Contact for the department you are declaring major or minor in (green arrows). Check this site (<https://college.as.virginia.edu/dmmc>) to find the correct name and email.
- 3) Once you have entered the name and email for yourself and the Declaration of Major Contact, click Begin Signing at the bottom of the PowerForm (blue arrow).

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: