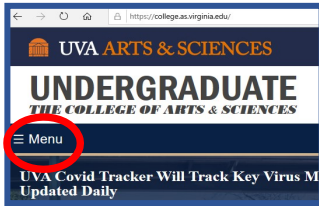
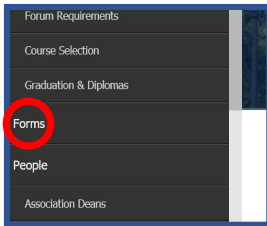


A&S Online Declaration Form (DOCUSIGN) Guide for Prospective **ECONOMICS** Majors or Minors

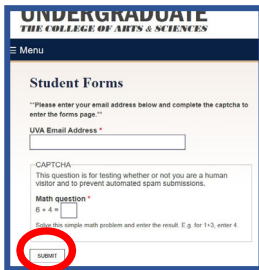


Go to: <https://college.as.virginia.edu>



Go to: **MENU**

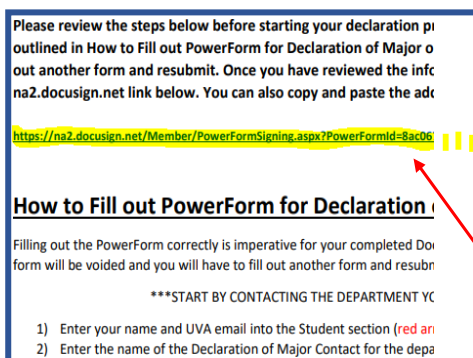
Go to: **FORMS**



Navigate **CAPTCHA** gateway



Click on: **DECLARATION OF MAJOR AND MINOR FORM (DOCUSIGN)**



Go to: **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: *

Full Name

Your Email: *

Email Address

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

Declaration of Major Contact (DMC)

Name:

Annamarie Black

Email:

ab3f@virginia.edu

Declaration of Major Signatory

Navigate POWERFORM:

- In Student section, enter your **FULL NAME** and **EMAIL ADDRESS**
- In Declaration of Major Contact (DMC) section, enter:
 - **Lee Coppock**
 - econ-dus@virginia.edu
- Do not fill in any of the other sections.

Click on (bottom of the PowerForm page



BEGIN SIGNING

Complete DECLARATION FORM:

1. Enter identifying information.
2. Enter declaration major/minor name:
Economics
 - a. Check appropriate box for major.
3. Enter **29** in credit hour box.

COURSE SECTION:

- List all completed and planned ECON courses in course section.
- List **ECON** courses *only*.
- You may list electives generically.

4. Attach advising transcript available in SIS: <https://registrar.virginia.edu/transcript/unofficial-transcript>
5. Sign *digitally* by clicking yellow tab
6. Click **FINISH**.

If declaring the minor:

- Click "This is for a Minor Declaration."
- Enter **19** in the credit hour box.
- Minors do **not** have to take ECON 3020 or 3720.
- Minors only take three (3) electives.

The screenshot shows the 'DECLARATION OF MAJOR and MINOR FORM FOR THE BA OR BS DEGREE'. It includes sections for: 1. NAME (with fields for last name, first name, UVA ID, UVA EMAIL, and Intended Date of Graduation); 2. Major/Minor (with a dropdown menu set to 'Economics' and checkboxes for 'This is my first or only major', 'This is a second major', 'This replaces my previous declaration', and 'This is for a Minor Declaration'); 3. A table for 'Complete the bottom portion of this form with a major/minor' with columns for Course Prefix, Course Number, Course Title, Course To Be Completed (dropdown), and Credit Hours; 4. A 'Sign' button with a yellow tab; 5. A 'FINISH' button.

| Course Prefix | Course Number | Course Title | Course To Be Completed (select term and course year) | Credit Hours |
|---------------|---------------|-------------------------------------|--|--------------|
| ECON | 2010 | Intro to Econ Principles: Microecon | Fall 2019 | 3 |
| ECON | 2020 | Intro to Econ Principles: Microecon | --select-- | 3 |
| ECON | 3010 | Intermediate Microeconomics | --select-- | 3 |
| ECON | 3020 | Intermediate Microeconomics | --select-- | 3 |
| ECON | 3720 | Intro to Econometrics | --select-- | 3 |
| ECON | 2xxx | 2000-level or higher ECON elective | --select-- | 3 |
| ECON | 3xxx | 3000-level or higher ECON elective | --select-- | 3 |
| ECON | 4xxx | 4000-level ECON elective | --select-- | 3 |
| ECON | 4xxx | 4000-level ECON elective | --select-- | 3 |
| | | | --select-- | 3 |
| | | | --select-- | 3 |