ASIAN PACIFIC AMERICAN STUDIES MINOR DECLARATION INSTRUCTIONS

Please review the steps below *before* starting your declaration process to ensure that your form is routed correctly. Failure to follow the steps outlined may result in your form being voided. If your form is voided, a new form will have to be completed and resubmitted.

Once you have reviewed the information below, please start the DocuSign process by clicking **THIS LINK**.

STEP ONE: PowerForm

Filling out the PowerForm correctly is imperative for your completed DocuSign form to be routed to the correct person.

1. Enter your name & UVA email into the Student section (red arrows)

2. Enter this name & email under the Declaration of Major Contact (green arrows)
   Sylvia Chong
   sc9ar@virginia.edu

3. Once you have completed these two steps, click 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: *

| Full Name |

Your Email: *

| Email Address |

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

Declaration of Major Contact (DMC)

Name:

| *Student needs to update with name and email of DMC. DO NO |

Email:

| Email Address |

Declaration of Major Signatory

Name:

| *Department Contact will update* |

Email:

| contactneedstoupdatethis@virginia.edu |

Do not update the Declaration of Major Signatory or the College Registrar fields.

STEP TWO: DocuSign Declaration of Major/Minor

Once you click BEGIN SIGNING you will be redirected to the Declaration of Major and Minor Form in DocuSign. An example of the form is included for your reference as well as instructions.

1. Start at the top of the document and complete all the required fields.

2. For your Intended Major/Minor, please write: Asian Pacific American Studies Minor

3. Check the box "This is for a Minor Declaration"

4. Use the guidelines in the orange box to "complete the bottom portion of the form with a major/minor advisor".

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   credit-hours:

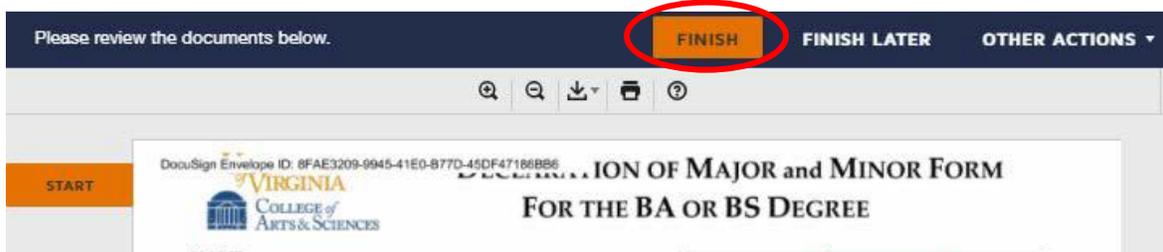| Course Prefix	Course Number	Course Title	Course To Be Completed (select term and enter year)	Credit Hours

The APAS minor comprises 18 credits. No more than three courses (9 credits) can come from the same department. No courses taken for the minor may be double-counted towards any major. No more than one course (3 credits) taken outside of UVA can be counted towards the minor (this includes study abroad or transfer credits).

Choose ONE course in each of the THREE categories

Survey Course:	**Theory/Comparative Course:**	**Asian Transnational / Diaspora Course:**
Survey class in Asian Pacific American Studies ex: AMST 3180/ENGL 3740	One class on either theories of race & identity, or on a comparative racial formation ex: SOC 3410: Race and Ethnic Relations	One class in modern (not ancient or classical) Asia ex: 19th-20th centuries courses in EAST, HIEA, HISA, JPTR, CHTR, SATR, SAST, PLCP, ANTH, or SOC

Choose THREE electives from the approved course list found on the website. Courses not found on this list require the approval of minor advisor.

5. Leave "Name of Student's Major Advisor" blank. It is not a required field.

6. Once you fill in the required fields and "sign", click FINISH on the top header to submit the form.

Please review the documents below.   FINISH   FINISH LATER   OTHER ACTIONS ▾

START

DocuSign Envelope ID: 8FAE3209-9945-41E0-B77D-45DF47186BB6
VIRGINIA
COLLEGE of ARTS & SCIENCES

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

NAME:

Once the College Registrar has processed your document, you will receive an auto-generated email with a link to the completed DocuSign. You can click on this link and view/print/download your approved form and save it to your personal records.