

LATINX 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)
Carmen Lamas
cel5x@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: *



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:

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

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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: Latinx 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 |
|---------------|---------------|--------------|--|--------------|
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The Latinx Studies minor is comprised of 18 credits. Students must complete at least two (2) courses from the core list and one (1) from the comparative list. The remaining courses can come for either the core or elective list. [Please refer to our website for a list of approved courses.](#)

Students must follow College rules on double counting any minor courses with their majors. No more than one course (3 credits) taken outside of UVA can be counted towards the minor (this includes study abroad or transfer credits).

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.



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.