

Instructions for DocuSign: Self-Designed Major Application



WILLIAM & MARY

CHARTERED 1693

(Updated 02/2020)

Initiating Form Process

Student initiates
the DocuSign
Envelope

Advisor receives
email from
Student AND
DocuSign
Envelope

The Charles
Center Receives
DocuSign
Envelope

Finalizing Form Process

The Charles Center
Reviews the
Application
Components

Dean and CHIS
Reviews
Interdisciplinary
Major Concentration
for Approval

The Charles Center
Completes Process
and Sends Approval
to Student, Advisor
and Registrar's Office

Student initiates the Envelope

1. Starting the DocuSign Envelope

You will initiate this process by:

- **On the Charles Center Website:** Click on the Apply Now For Self-Designed Major
- **Login** through Central Authentication Service (CAS)
- Your name will auto populate on the Envelope

PowerForm Signer Information

Fill in the name and email for each signing role listed below. Signers will receive an email inviting them to sign this document.

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

Your Role:

Student

Your Name:

Your Email:

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

Role:

Advisor

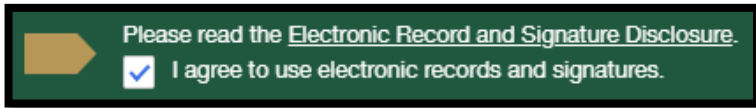
Name:

Email:

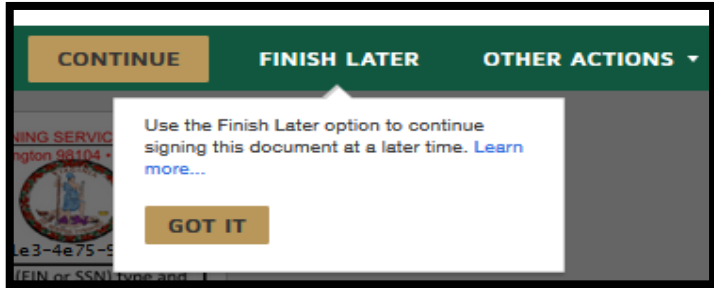
Begin Signing

DocuSign

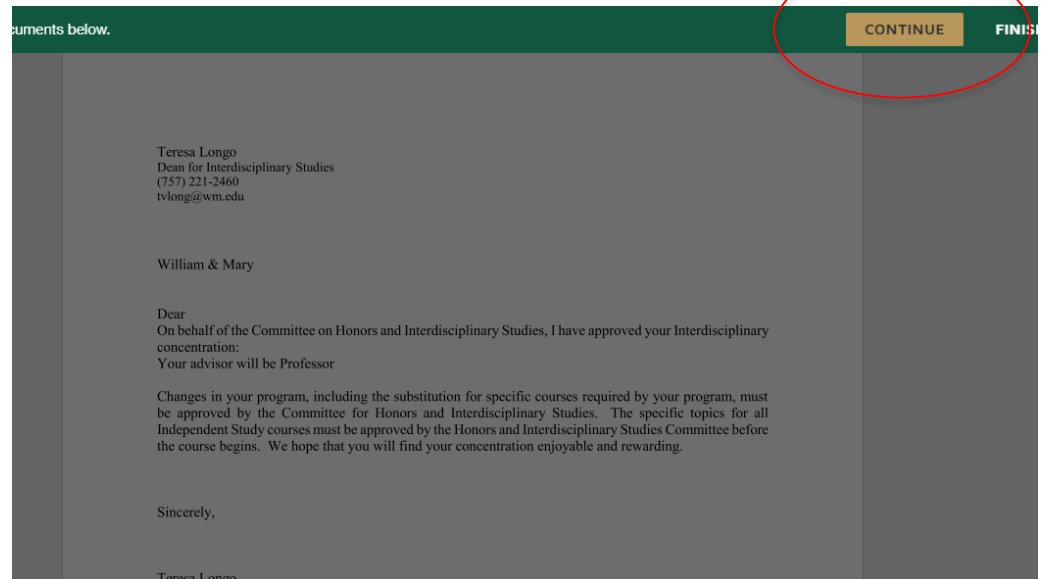
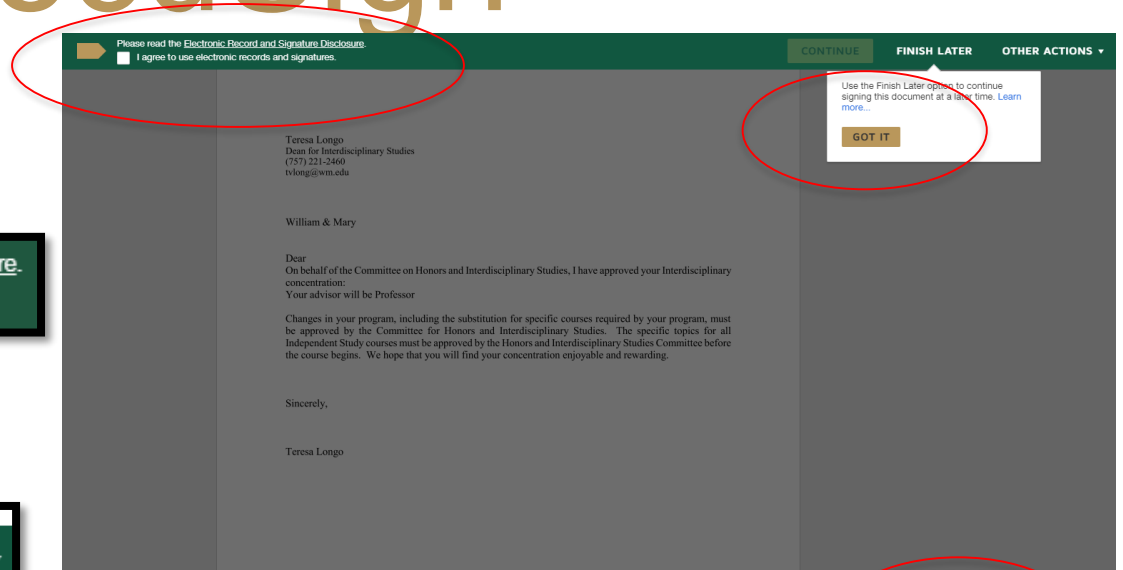
1. Click on box to agree to use electronic signature



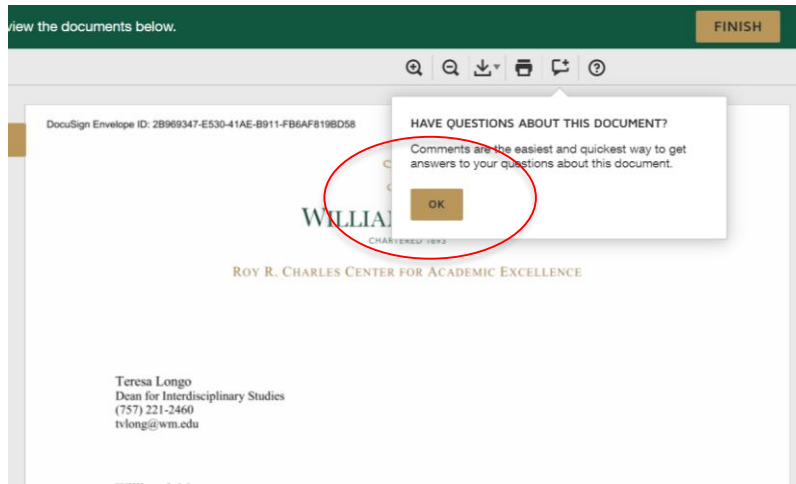
2. Click "GOT IT"



3. And then click "CONTINUE"



DocuSign



Click "OK"

This page is for Charles Center administration only, either scroll down or click on "START" to begin filling out the application




DocuSign

All Red Boxes/Circles on form are MANDATORY

Digital require- do so by clicking yellow box

DocuSign Envelope ID: DFB3ABB8-9DA3-4194-AB3F-CEABB3863C4E

selfdesignedmajor-TEST
fd14a2c1-6e80-4232-9920-5f1



WILLIAM & MARY
CHARTERED 1693

William & Mary
Office of the University Registrar
Blow Memorial Hall Room 240
PO Box 8795
Williamsburg, VA 23187-8795
757-221-2800 • Fax 757-221-2151
registrar@wm.edu

DECLARATION/CHANGE OF MAJOR

PLEASE TYPE OR USE BLUE OR BLACK INK.

SECTION A: Declaration Primary Major Secondary Major Is this a change? Y N

Have you submitted a *Notice of Candidacy* Form? YES If yes, for what term? _____
 NO If no, what is your expected graduation date? _____

Student Name: Azznara Christine 931007812
Last First MI Student ID Number


E-mail Address Degree (BA, BS, BBA, BAED) Number of Credits Completed (taken from transcript)

I wish to declare the following Major(s):
Primary Major Concentration within your major (if applicable)
Secondary Major Concentration within your major (if applicable)

SECTION B: General Education (GER) or College Curriculum and Proficiency Requirements

Students must fulfill all proficiencies and GER/College Curriculum requirements in effect at the time of their matriculation to the University. **By signing below, you understand that keeping track of and meeting all of your requirements is solely your responsibility.**

Have you completed the COLL 300 requirement? YES NO - If "NO", explain what is the plan for the completion of this requirement _____

Student Signature  Date 2/13/2020 | 13:24:08 EST

SECTION C: Advisor Approval (form will NOT be accepted without advisor signature)

I have reviewed the DegreeWorks audit and discussed all of the course requirements with the student.

Print Full Name (as it appears in Banner) _____ Signature _____ Date _____

SECTION D: Departmental Approvals (Required for majors in Africana Studies, American Studies, Computational and Applied Mathematics and Statistics, Environmental Science and Policy, Film and Media Studies, Gender, Sexuality, and Women's Studies, Global Studies, International Relations, Linguistics, Medieval and Renaissance Studies, and Music)

DocuSign

DocuSign Envelope ID: DFB3ABB8-9DA3-4194-AB3F-CEABB3863C4E

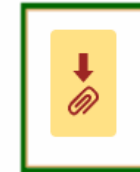
These uploads are
MANDATORY

When turning in the Self-Designed Major Declaration Form you will need to upload your unofficial transcript and a one-page document that includes the description and rationale for your proposed concentration. Please do so below:

Please attach your one page
description/rationale document here:



Please attach your unofficial transcript here:



DocuSign

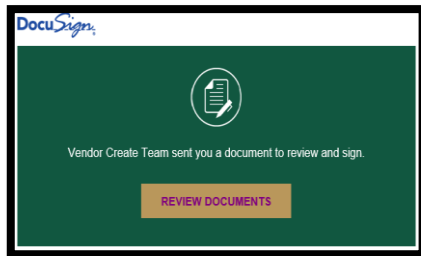
Click “FINISH” at the top or bottom of this screen when all components of the application are complete.

A screenshot of a DocuSign interface. It features a light gray horizontal bar at the bottom. On the right side of this bar is a brown rectangular button with the word "FINISH" written in white, uppercase letters.

FINISH

Advisors Steps

1. Advisor must open email and must click: **REVIEW DOCUMENTS**



2. Click on box to agree to use electronic signature



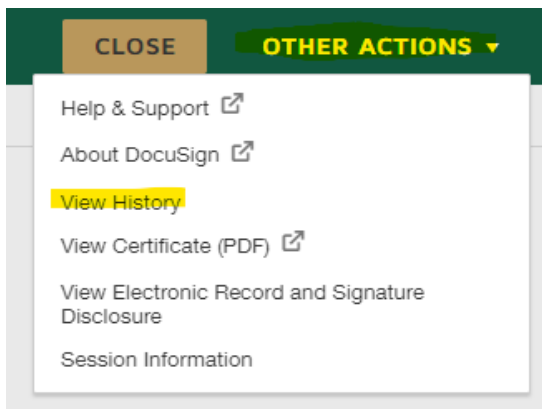
3. Click “Continue” button, then “Start”.



4. All Red Boxes on form are **MANDATORY**.

Declined Envelopes by Advisor, Charles Center, or Dean & CHIS

- If the student does not fill out the forms in the envelope correctly, the Charles Center will need to decline the completion of the envelope (Advisor or Charles Center cannot make changes or corrections to the envelope).
- Everyone in the routing will receive an email notification. Please click on the Review Documents link in the email.
- To view the decline reason, select “OTHER ACTIONS”, click “View History” and scroll to the action marked “Declined”



9/20/2019	Vendor Create (English (US)) [Web128.239.145.111]	Opened	Vendor Create opened the envelope [documents:(W9.pdf; blank (1).pdf; Signed-on-Paper_13b28db8-75bb-423e-a76c-7411c76daa48)]	Sent
9/20/2019	Vendor Create (English (US)) [Web128.239.145.111]	Declined	Vendor Create declined the envelope [Reason: The Entity Type and Entity Classification is not marked on the DocuSign form which will cause an error during the automated vendor creation process. Please resubmit the request.]	Declined

- Declining the envelope also voids the envelope, therefore a new envelope will need to be created with the correct information.