Instructions for DocuSign: Self-Designed Major Application
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
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
1. Click on box to agree to use electronic signature

2. Click “GOT IT”

3. And then click “CONTINUE”
Click “OK”

This page is for Charles Center administration only, either scroll down or click on “START” to begin filling out the application.
All Red Boxes/Circles on form are MANDATORY

Digital require- do so by clicking yellow box
Enter all the courses that would apply to this Major/Concentration

Please be accurate and detailed when filling out this form

All Red Boxes/Circles on form are MANDATORY

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**Course Selection for Self-Designed Major**

<table>
<thead>
<tr>
<th>DEPT</th>
<th>NUMBER</th>
<th>COURSE TITLE</th>
<th>CREDIT HOURS</th>
<th>REQS</th>
<th>COMPLETED/INPROGRESS (check box if course is complete and note semester completed)</th>
<th>Not met? (note the intended Semester for completion)</th>
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**Total Credit hours:** 

I certify that these courses fulfill the requirements for a major in Interdisciplinary Studies.

Approved by Advisor __________________________ Date ____________

Approved by Dean for Interdisciplinary Studies __________________________ Date ____________
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:
Click “FINISH” at the top or bottom of this screen when all components of the application are complete.
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”

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