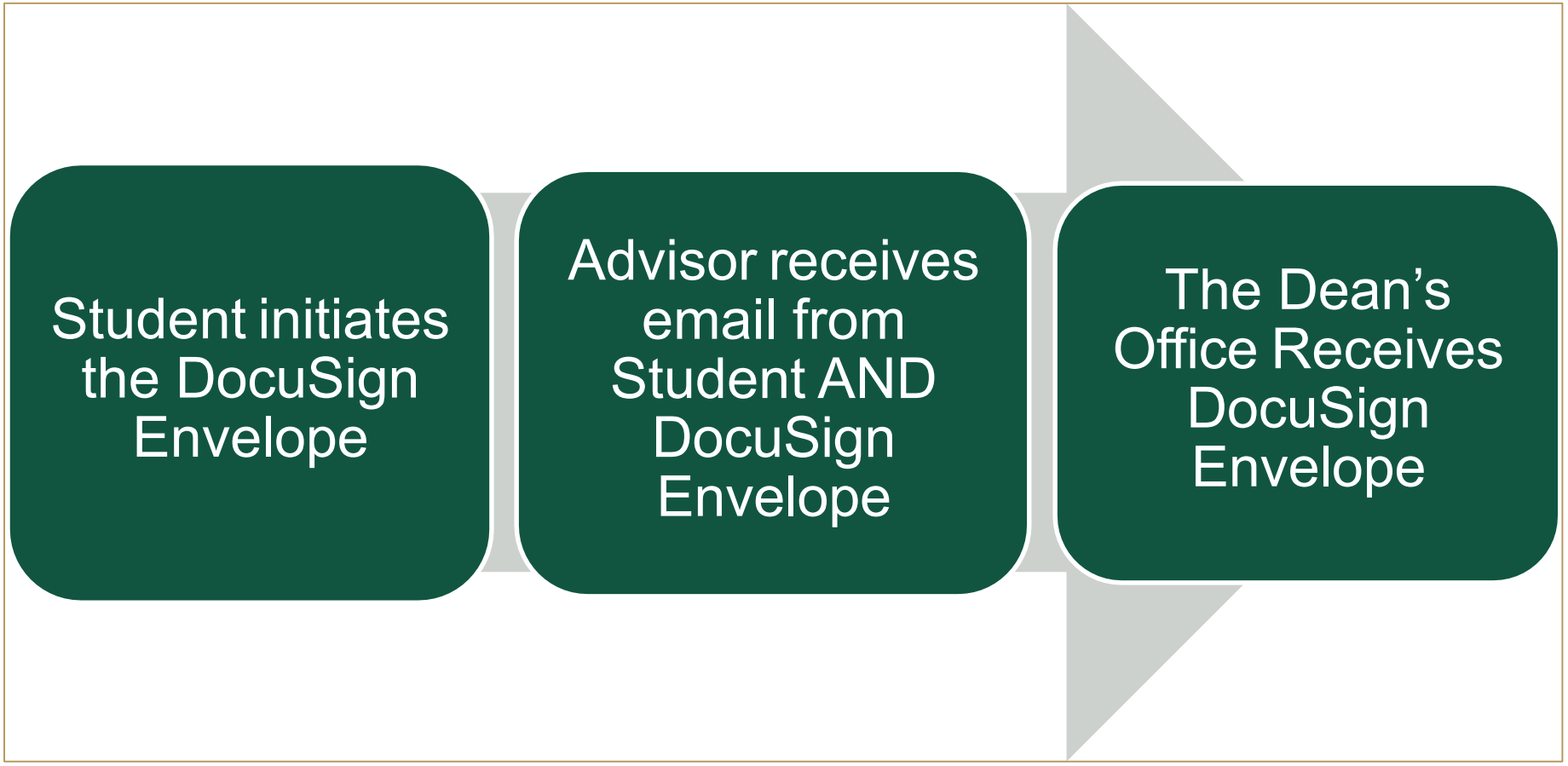
# Instructions for DocuSign: Self-Designed Major Application

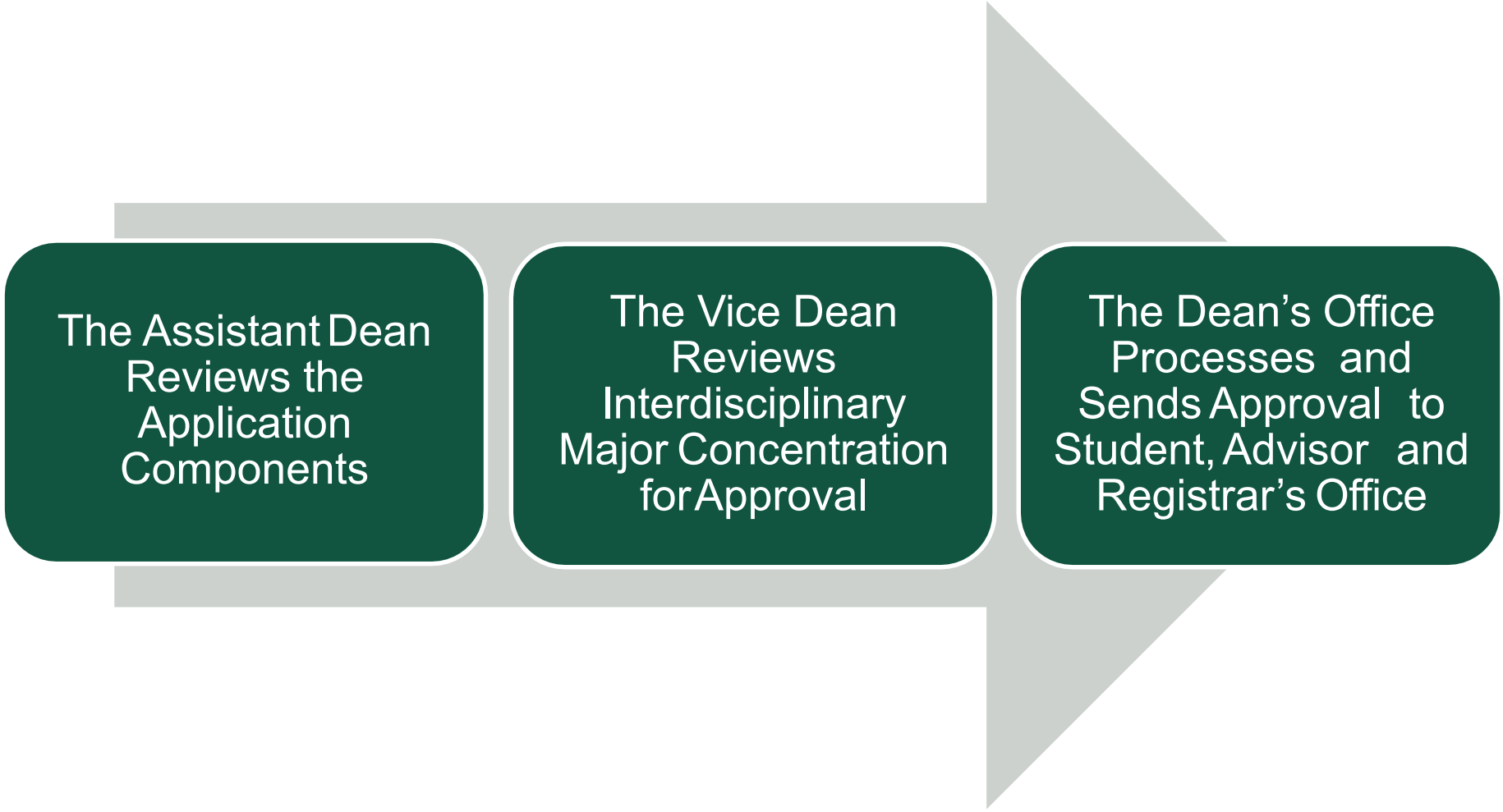
WILLIAM & MARY
CHARTERED 1693

(Updated 02/2020)

# Initiating Form Process



# Finalizing Form Process

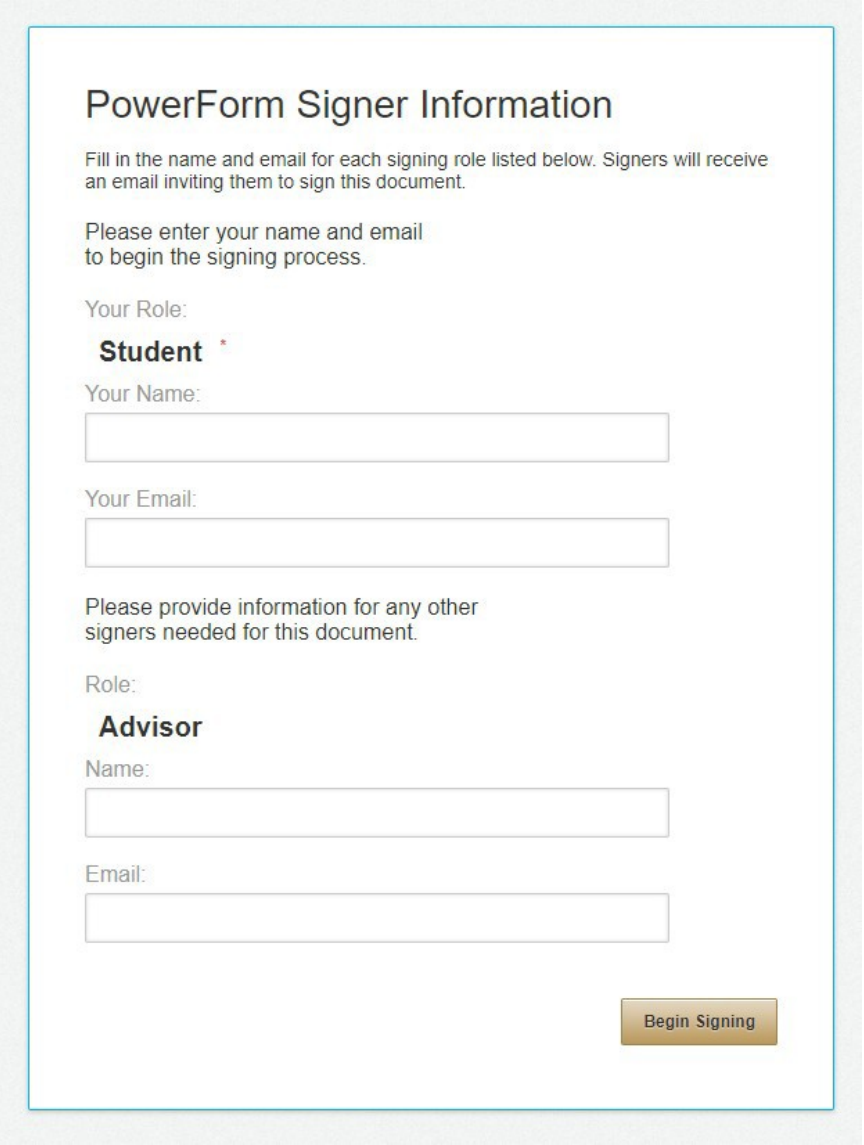


# Student initiates the Envelope

**1.** Starting the DocuSign Envelope

You will initiate this process by:

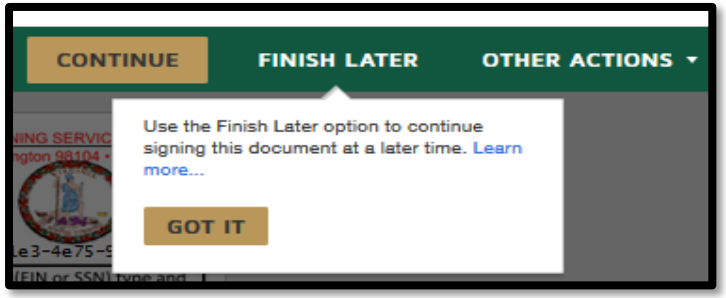
- **On the Website:** Click on the Apply Now For Self-Designed Major
- **Login** through Central Authentication Service (CAS)
- Your name will auto populate on the Envelope



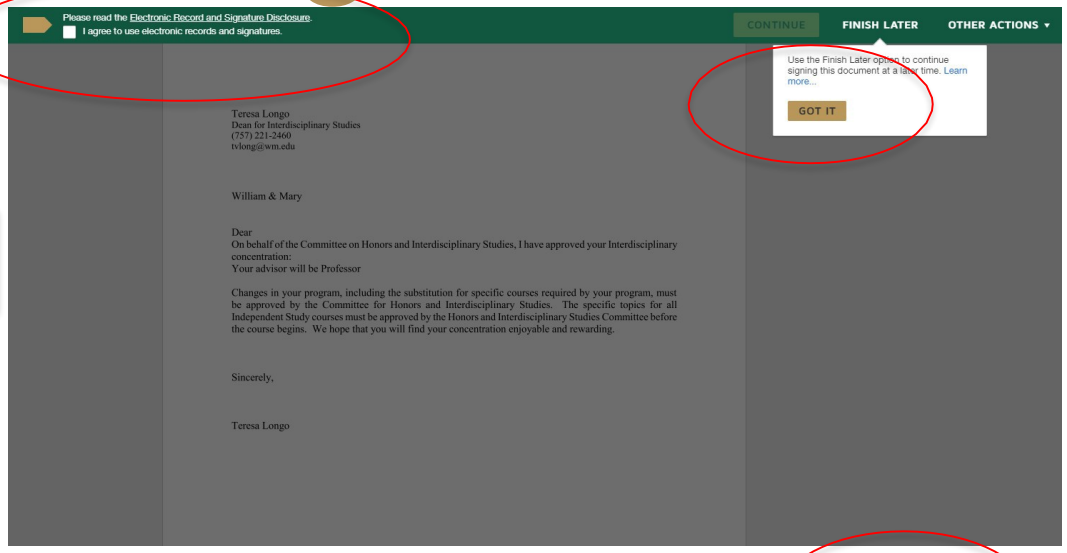
# DocuSign

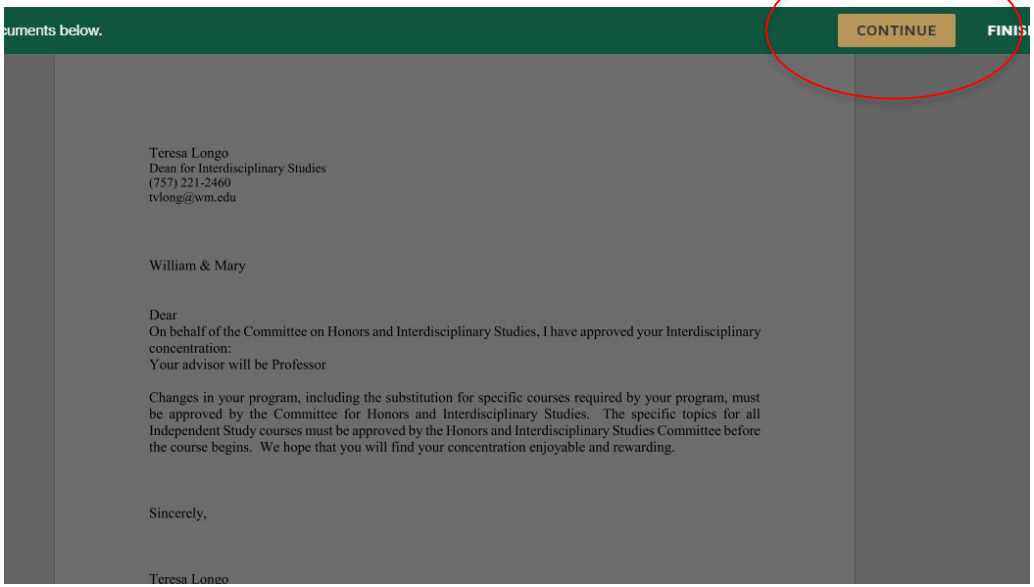
1. Click on box to agree to use electronic signature

2. Click “GOT IT”

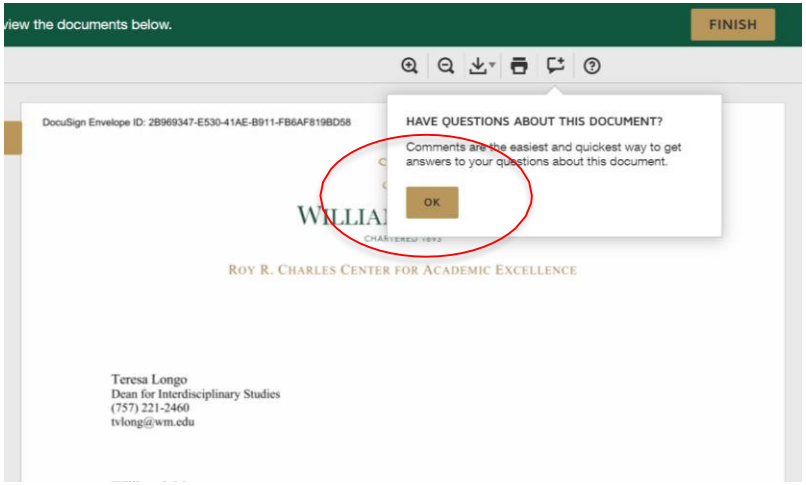



3. And then click“CONTINUE”



# DocuSign



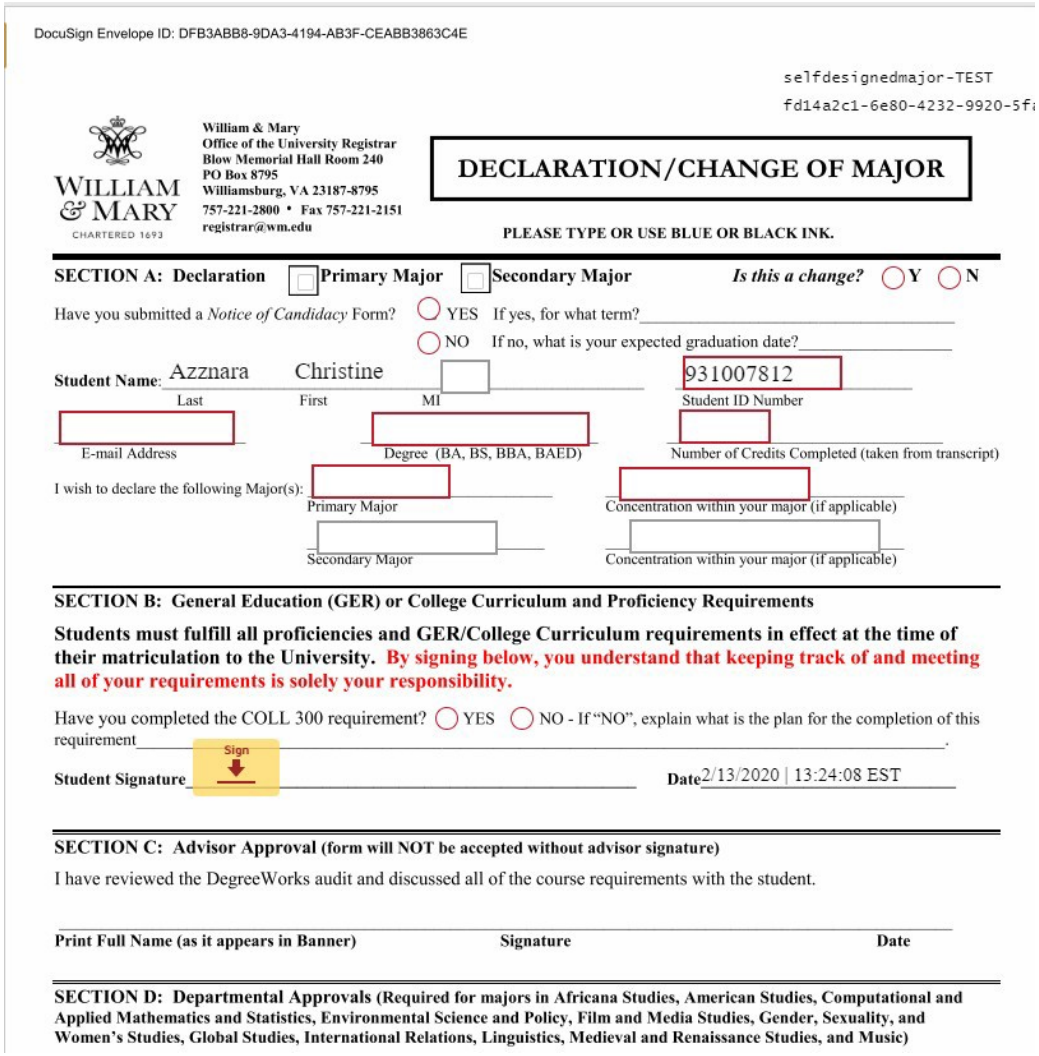

Click “OK”

This page is for Dean’s Office 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
fd14a2c1-6e80-4232-9920-5f

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 (Last) Christine (First) (MI) 931007812 (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** Sign **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**

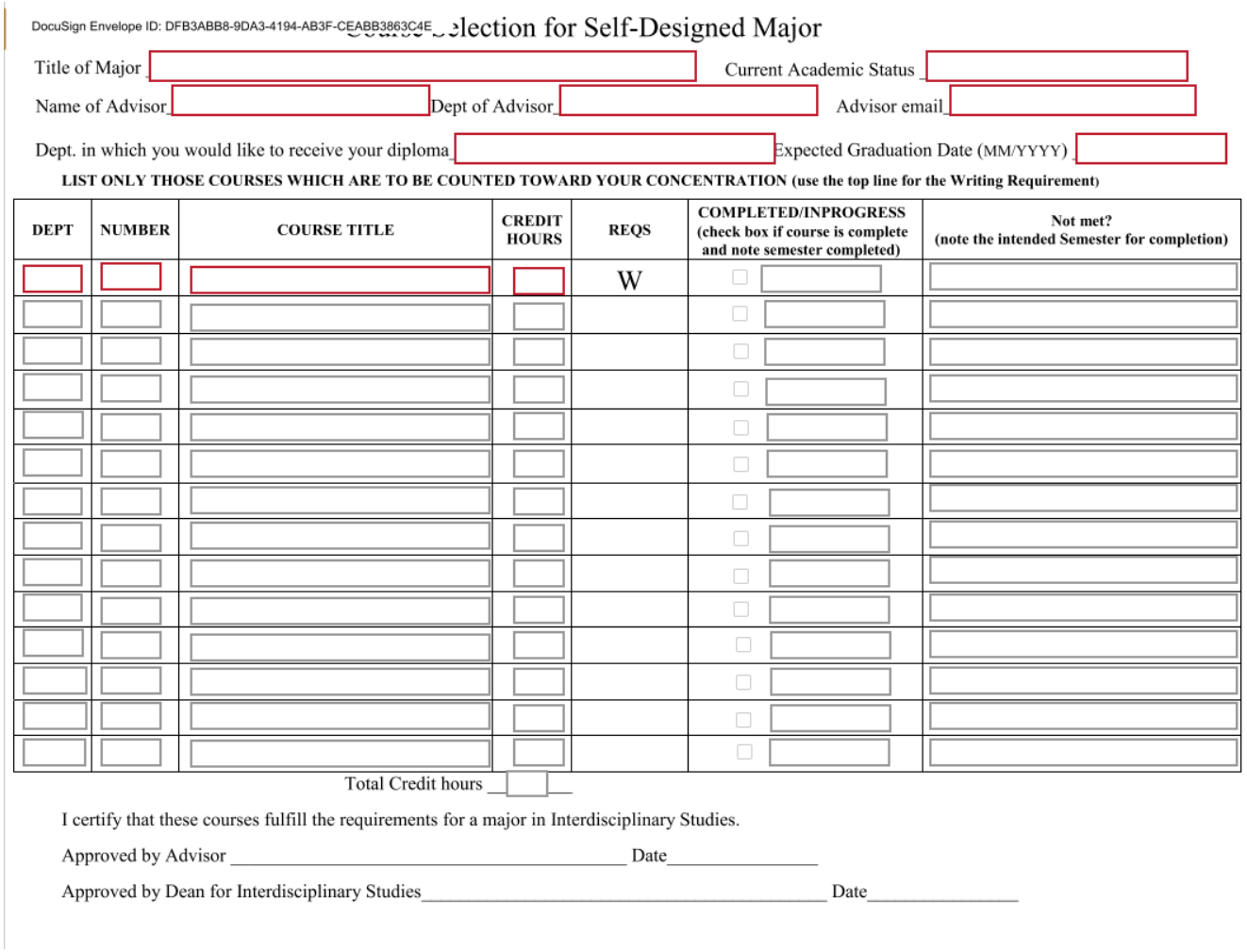
**SECTION D: Departmental Approvals (Required for majors in Africana Studies, American Studies, Computational and Applied Mathematics and Statistics, Environmental Science and Policy, Film and Media Studies, Gender, Sexuality, and Women's Studies, Global Studies, International Relations, Linguistics,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

# DocuSign

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



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

Course Selection for Self-Designed Major

Title of Major _____ Current Academic Status _____

Name of Advisor _____ Dept of Advisor _____ Advisor email _____

Dept. in which you would like to receive your diploma _____ Expected Graduation Date (MM/YYYY) _____

**LIST ONLY THOSE COURSES WHICH ARE TO BE COUNTED TOWARD YOUR CONCENTRATION (use the top line for the Writing Requirement)**

| DEPT | NUMBER | COURSE TITLE | CREDIT HOURS | REQS | COMPLETED/INPROGRESS (check box if course is complete and note semester completed) | Not met? (note the intended Semester for completion) |
|---|---|---|---|---|---|---|
| | | | | W | ☐ | |
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Total Credit hours _____

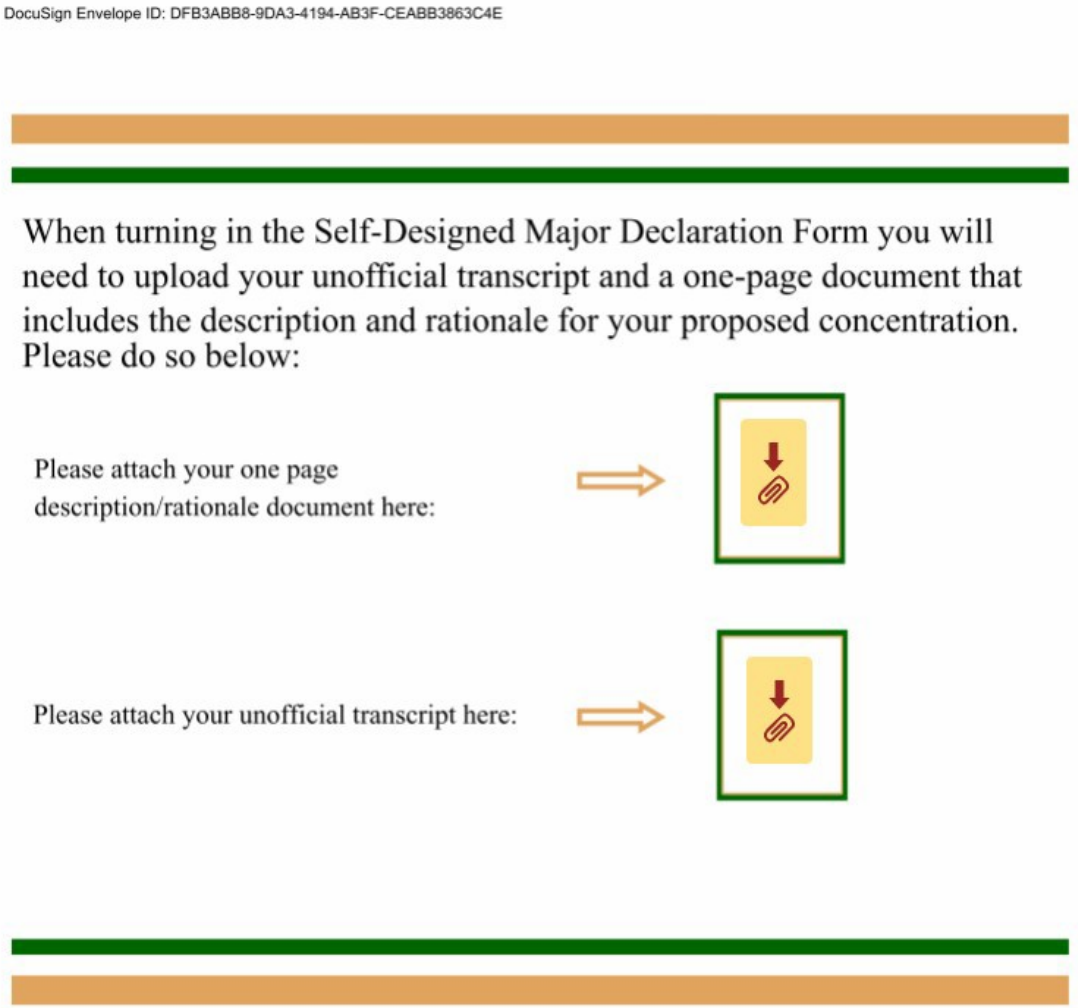
I certify that these courses fulfill the requirements for a major in Interdisciplinary Studies.

Approved by Advisor _____ Date _____

Approved by Dean for Interdisciplinary Studies _____ Date _____

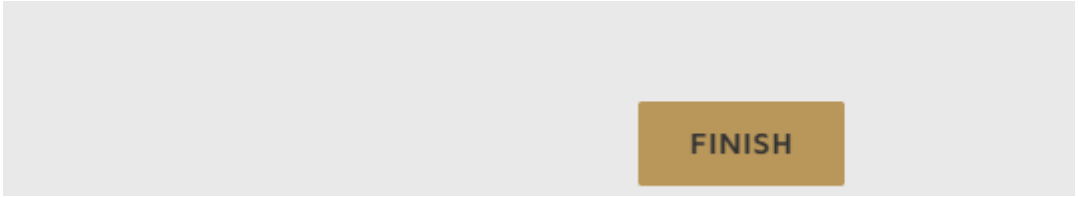
# DocuSign

These uploads are MANDATORY



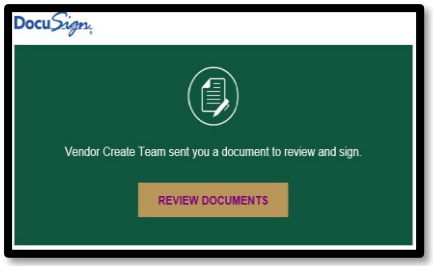
# DocuSign

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



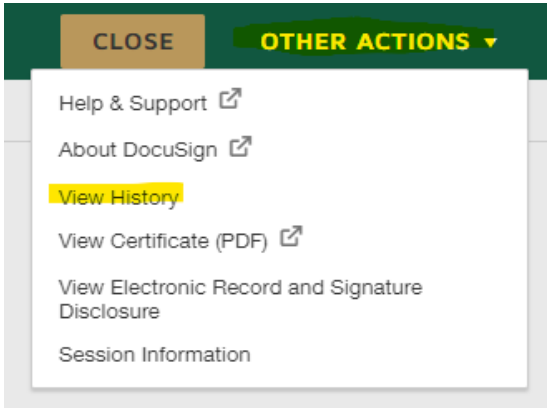

2. Click on box to agree to use electronic signature

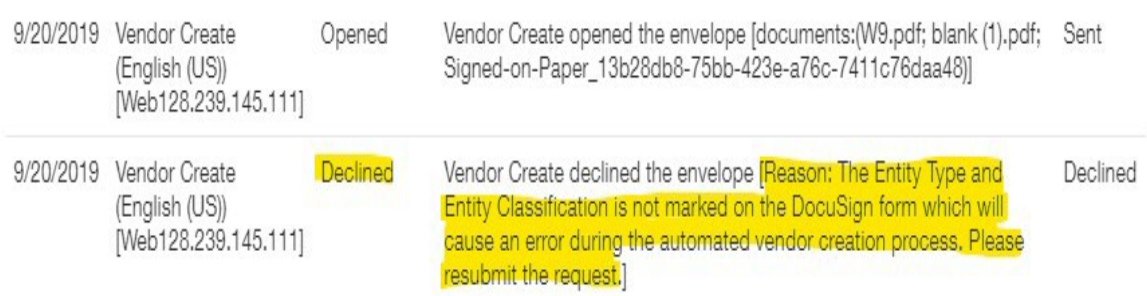
3. Click “Continue” button, then “Start”.

4. All Red Boxes on form are MANDATORY.

# Declined Envelopes by Advisor or Dean's Office

- If the student does not fill out the forms in the envelope correctly, the Dean's Office will need to decline the completion of the envelope (Advisor or Dean's Office 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.