THE UNIVERSITY OF WINNIPEG

How to Declare a Major

Method 1 – Hard Copy:

1. Find the appropriate major declaration: Copies of major declaration forms are found on Student Central's forms wall and on the forms page.

2. Complete the student portion of the form: student number, date, surname, given name(s).

3. Complete the degree portion of the form: degree/faculty and level/length.

4. Complete the major portion of the form: major, stream (only if applicable), and Academic Calendar Year. *(The Academic Calendar is published yearly and contains the degree and major requirements applicable to that specific year. Major and degree requirements can vary from year to year. Most students follow the requirements from the Academic Calendar published for the year of their admission/start of University. The Academic-Calendar-Year line refers to which year's requirements a student is following, NOT the date the form is signed. This field is mandatory and important for the correct requirements to show on a student's "My Progress" section in WebAdvisor.)*

5. Make an appointment to see the major department(s) for an ink signature (if required.)

6. Bring the completed form to Student Central during regular business hours. Student Central's hours and location can be found at http://www.uwinnipeg.ca/student-central.

Method 2 – Online:

1. Find the appropriate major declaration form on the forms page.

2. Open the major declaration form PDF in Adobe Acrobat Reader (free version available).
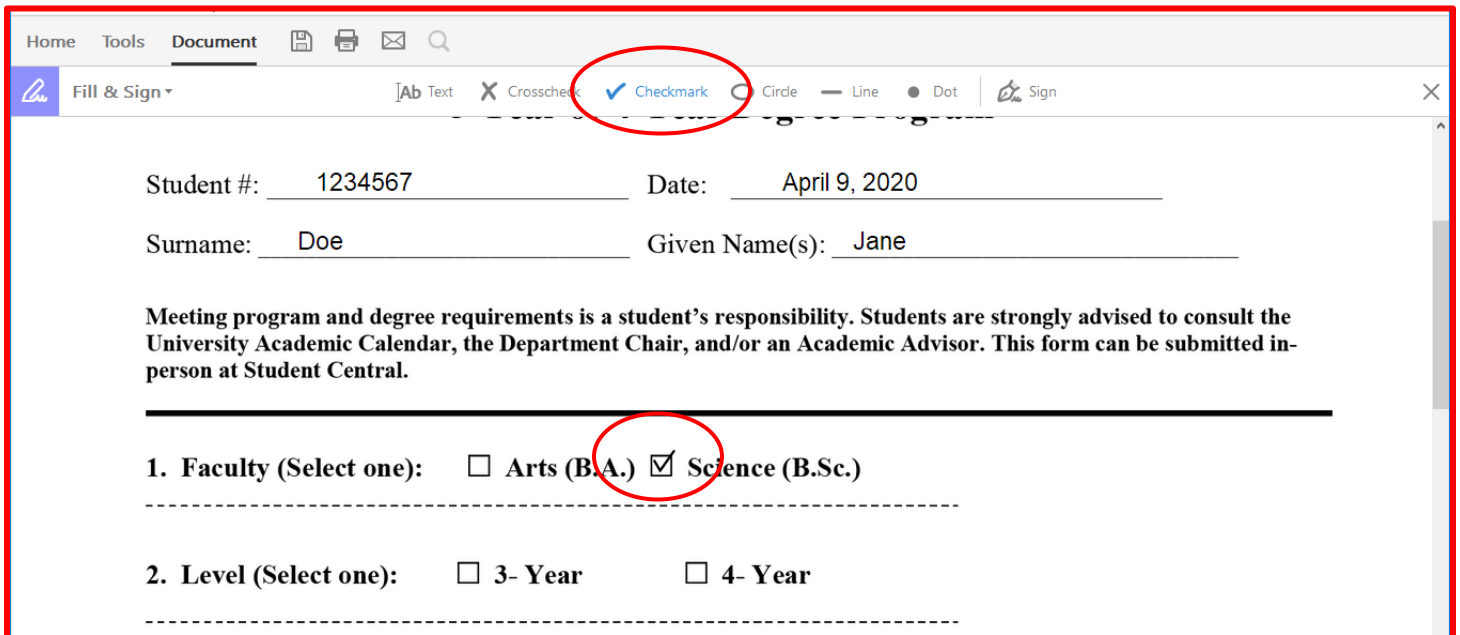
3. Use the **Fill & Sign** feature of Adobe to complete the student portion of the form: student number, date, surname, given name(s). Select the **Fill & Sign** option from the right side toolbar (it's a picture of a pen writing). Then, hover over any space in which you want to type.
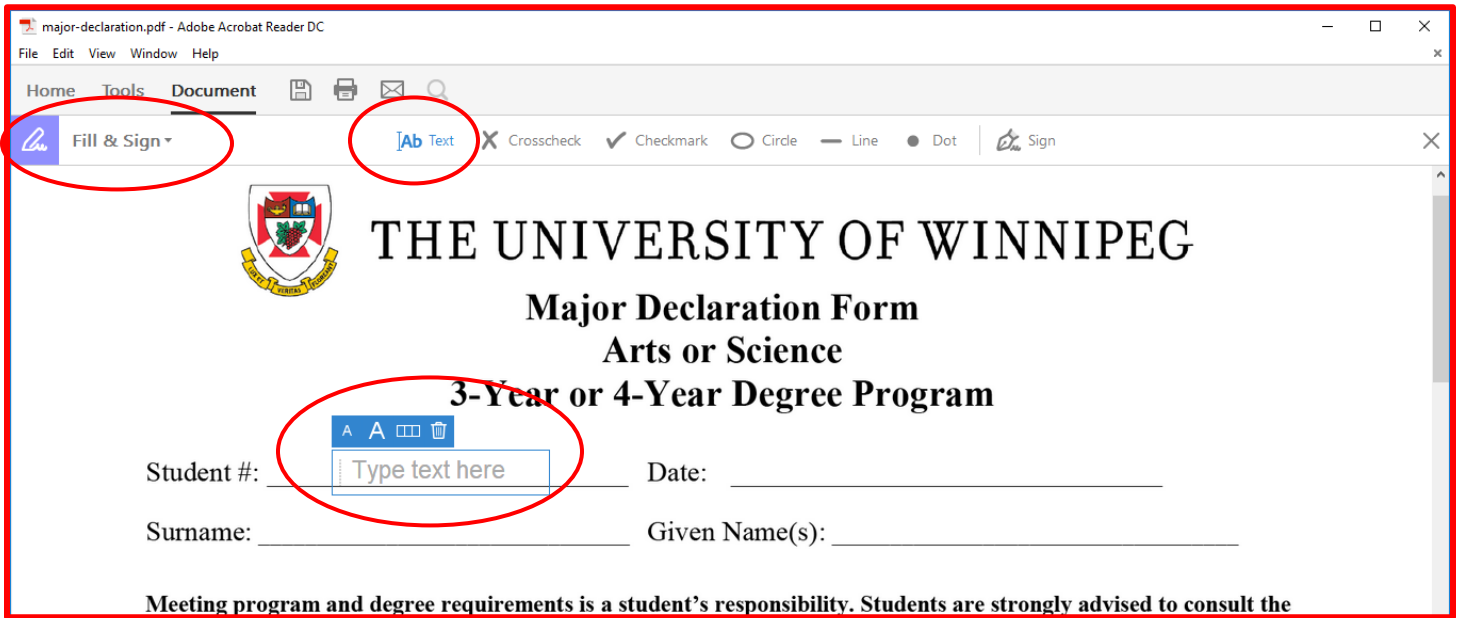
4. Use the **Fill & Sign** feature of Adobe to complete the degree portion of the form: degree/faculty and level/length.

5. Use the **Fill & Sign** feature of Adobe to complete the major portion of the form: major, stream (only if applicable), and Academic Calendar Year. *(The Academic Calendar is published yearly and contains the degree and major requirements applicable to that specific year. Major and degree requirements can vary from year to year. Most students follow the requirements from the Academic Calendar published for the year of their admission/start of University. The Academic-Calendar-Year line refers to which year's requirements a student is following, not the date the form is signed. This field is mandatory and important for the correct requirements to show on a student's "My Progress" section in WebAdvisor.)*

3. First Major

Major Program: _____Physics_____

Stream (if applicable): N/A

¹ Academic Calendar Year: 2019-2020

² Department Chair Signature: _____

³Second Major (if applicable)

Major Program:_____

Stream (if applicable): _____

Academic Calendar Year: _____

Department Chair Signature: _____

6. Save the completed form with **your full name and student number** in the title (Ex. Jones, Sam 1234567 - Major declaration).

7. Verify that the form requires a signature from the department.

DEPARTMENTS THAT DO NOT REQUIRE A SIGNATURE
- **Business and Administration** – BBA and BBA (4-Yr)
- **Chemistry** – BSc, BSc (4-Yr), and BSc (Honours)
- **Criminal Justice** – BA and BA (4-Yr) forms do not require a signature, **but BA (Honours) form requires a signature**
- **Neuroscience** - BSc, BSc (4-Yr), and BSc (Honours)
- **Psychology** - BA and BA (4-Yr) forms do not require a signature, **but BA (Honours) form requires a signature**
- **Sociology** - BA and BA (4-Yr) forms do not require a signature, **but BA (Honours) form requires a signature**

8. a) If it **does not** require a signature, using your UW webmail account, email the completed PDF form to registration@uwinnipeg.ca .
OR
b) If it **does** require a signature and the department has an email listed on page 2 of the form, email, using your UW webmail account, the filled-out PDF form to the applicable department to be signed. The professor/department will submit the form directly to Student Central (registration@uwinnipeg.ca). *E-signed forms are only accepted directly from the departments.*
OR
c) If it **does** require **two** signatures (two majors) and the departments have emails listed on page 2 of the form, email, using your UW webmail account, the filled-out PDF form to the first applicable department to sign. Include a message asking the first department to then forward the signed form to the second department to sign and provide the name and email address of the second department in the email. The second department will submit the form directly to Student Central (registration@uwinnipeg.ca). *E-signed forms are only accepted directly from the departments.*

Adobe (video) instructions on how to use Fill & Sign feature: https://acrobat.adobe.com/ca/en/acrobat/how-to/fill-sign-pdf-forms-electronically.html.
There is also an Adobe Fill & Sign app: https://acrobat.adobe.com/ca/en/mobile/fill-sign-pdfs.html.