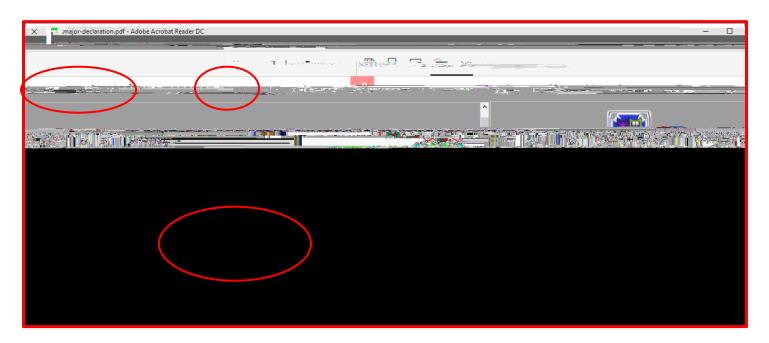
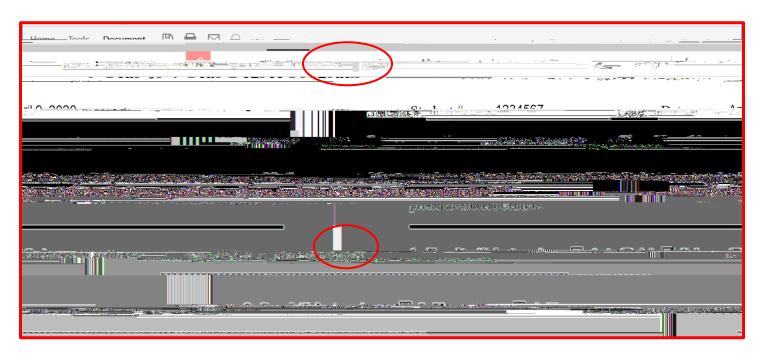
## How to Declare a Major

Method 1 Habardo Coo

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 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 <u>Academic Calendar</u> 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-

following, not the date the form is signed. This field is mandatory and important for the correct requirements

6. Save the comple	eted form with	your full na	ame and sti	udent number	in the title (Ex	. Jones, S	am 1	234567 -
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