



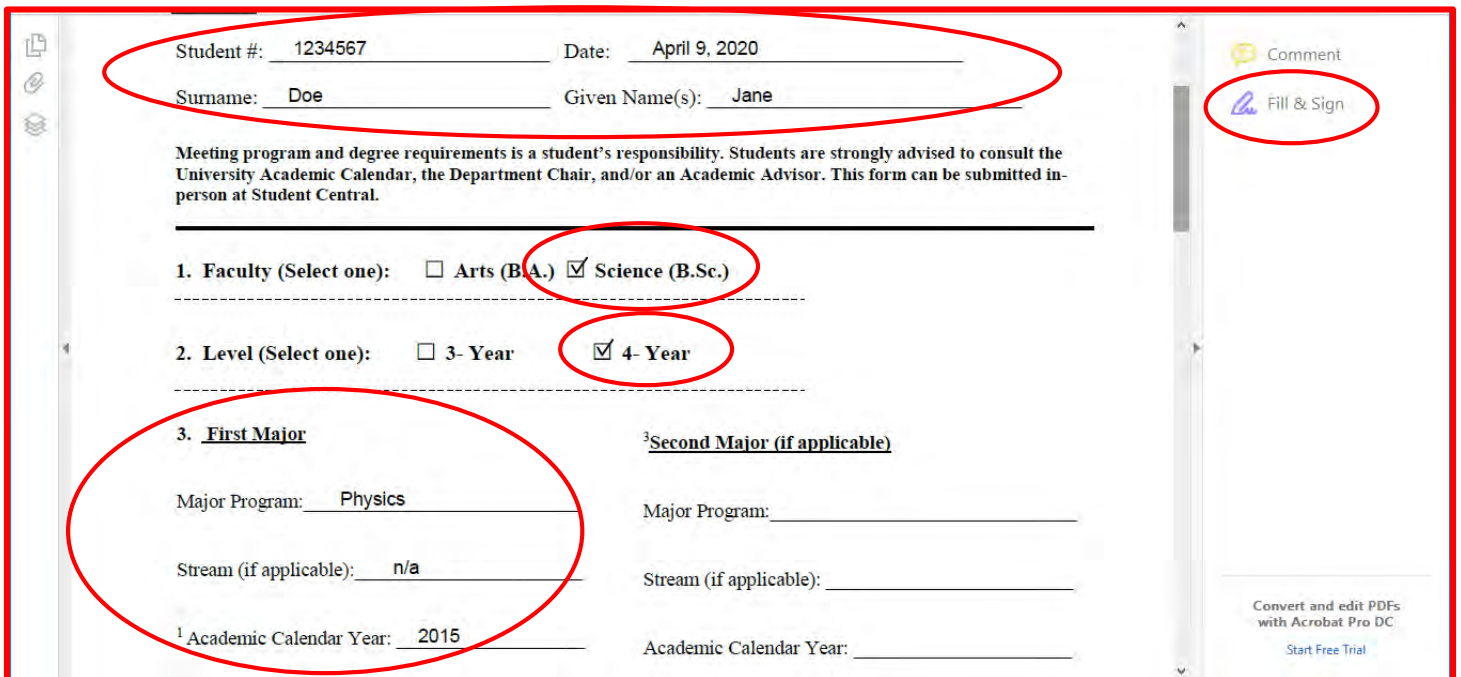
THE UNIVERSITY OF WINNIPEG

Signing a Major Declaration

1. Open the major declaration form PDF (emailed by student) in Adobe Acrobat Reader ([free version available](#)).

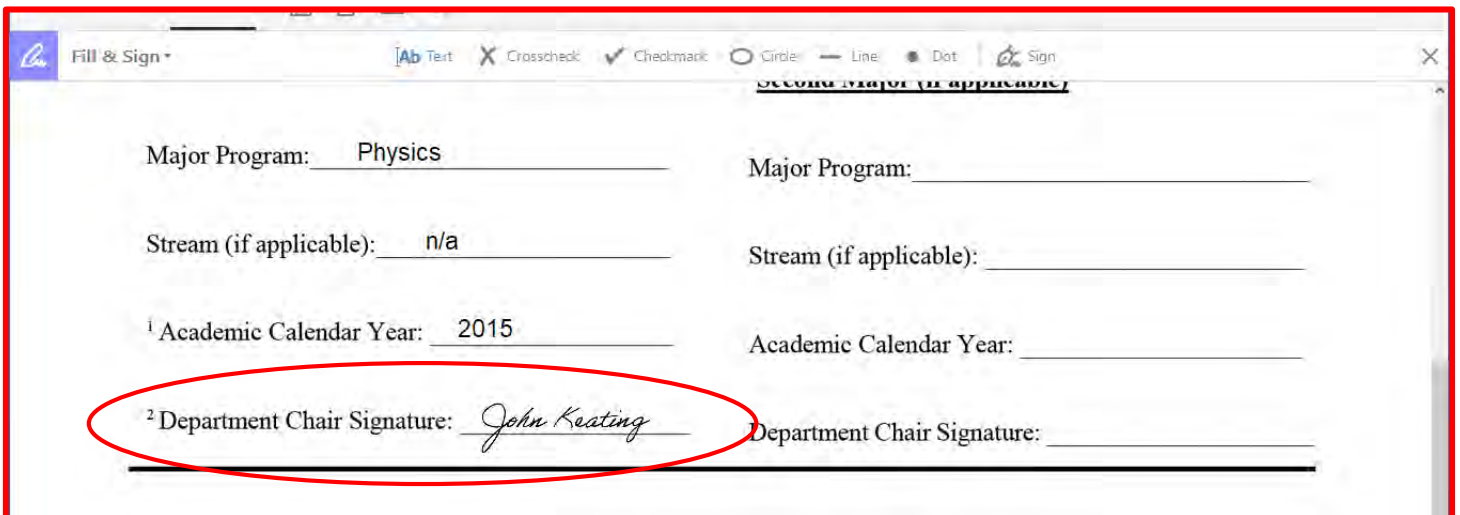
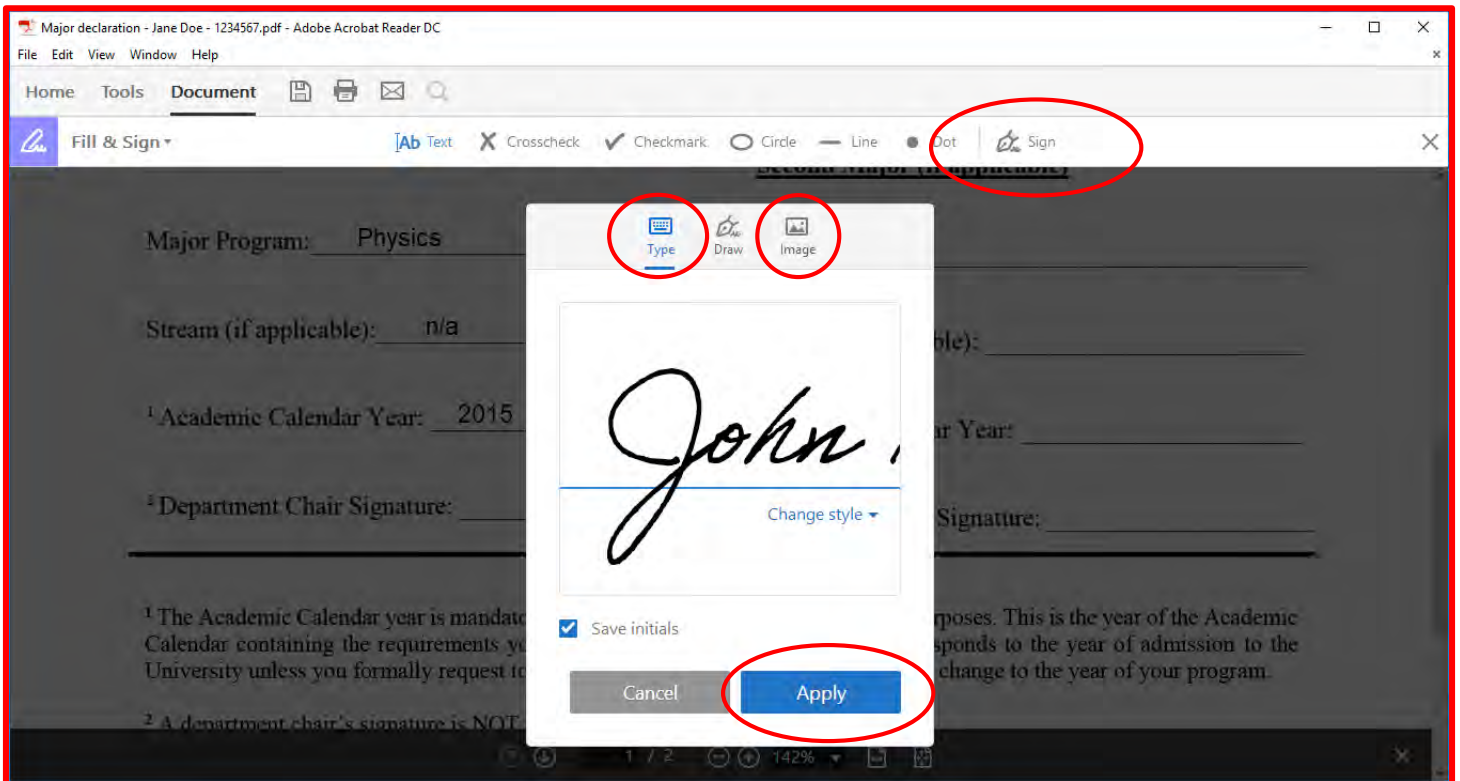


2. Verify that the student has filled in correctly their student number, date, surname, given names, degree/faculty, level/length, major, (if applicable), and Academic Calendar Year. The correct Academic Calendar Year is very important otherwise the student may follow the wrong major or degree requirements. (*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 you sign the form. This field is mandatory and important for the correct requirements to show on a student's "My Progress" section in WebAdvisor.*) Typically, we would not see any major declarations for an upcoming academic year (2020-2021) until the July prior to the September start.



3. Departments can choose between option 3A or 3B.

- A) Use the **Fill & Sign** feature of Adobe to complete the departmental portion of the form: signature. Select the **Fill & Sign** option from the right side toolbar (it's a picture of a pen writing). Then, choose the **Sign** option on the top toolbar. Select **Add Initials** (or previous signature). Type in your full name and click **Apply**. (Or select an image of your signature.) Place signature on the Department-Chair-Signature line.



- B) Print the major declaration form. Sign the form in ink and scan it.

4. Save the signed form; it should have the **student's full name and student number** in the title (Major declaration – Jane Doe – 1234567).

5. Using your @uwinnipeg.ca email account, submit the form directly to Registration @ 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>.

* As University of Winnipeg staff are working remotely due to the COVID-19 pandemic, Student Central is only able to accept major declarations via email until further notice.