



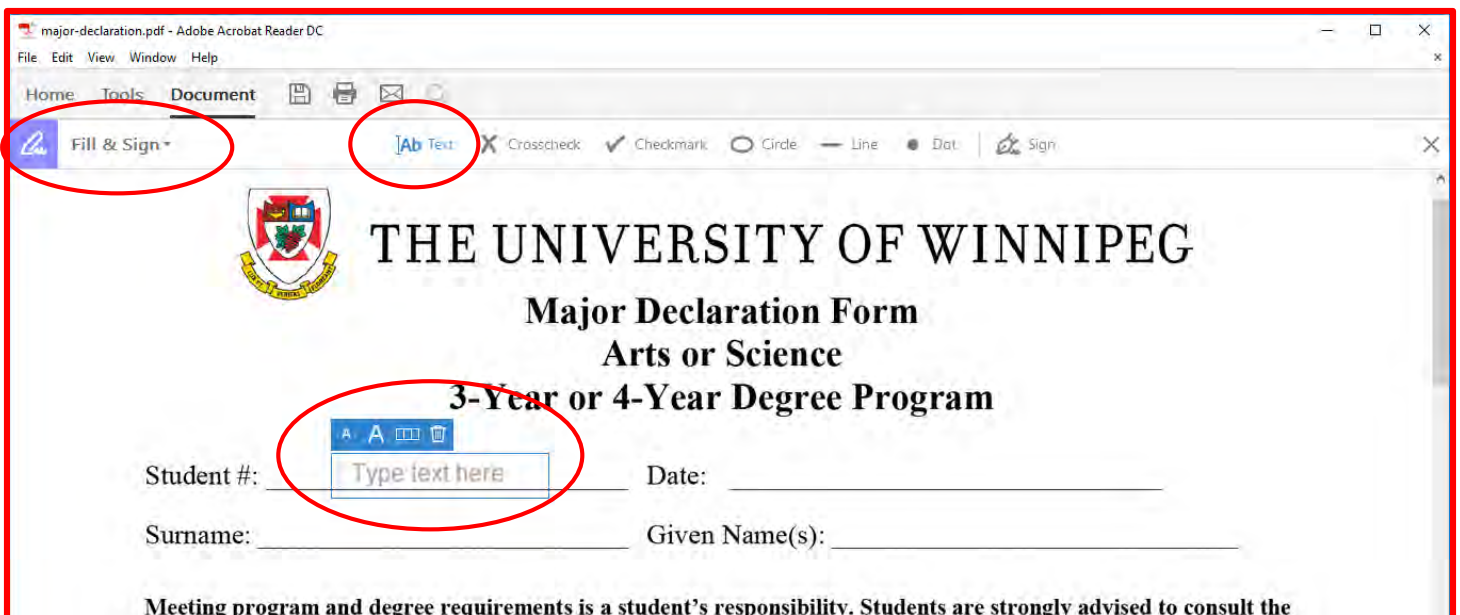
# THE UNIVERSITY OF WINNIPEG

## Declaring A Major 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.

Home Tools Document [Ab Text] X Crosscheck ✓ Checkmark O Circle — Line • Dot ✎ Sign

Student #: 1234567 Date: April 9, 2020

Surname: Doe Given Name(s): Jane

Meeting program and degree requirements is a student's responsibility. Students are strongly advised to consult the University Academic Calendar, the Department Chair, and/or an Academic Advisor. This form can be submitted in-person at Student Central.

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1. Faculty (Select one):  Arts (B.A.)  Science (B.Sc.)

2. Level (Select one):  3- Year  4- Year

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.*)

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3. **First Major** <sup>3</sup>**Second Major (if applicable)**

Major Program: Physics Major Program: \_\_\_\_\_

Stream (if applicable): N/A Stream (if applicable): \_\_\_\_\_

<sup>1</sup> Academic Calendar Year: 2016 Academic Calendar Year: \_\_\_\_\_

<sup>2</sup> Department Chair Signature: \_\_\_\_\_ Department Chair Signature: \_\_\_\_\_

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<sup>1</sup> The Academic Calendar year is mandatory for WebAdvisor and Student Planning purposes. This is the year of the Academic Calendar containing the requirements you must complete to earn a degree. It corresponds to the year of admission to the

6. Save the completed form with **your full name and student number** in the title (Major declaration – Jane Doe – 1234567).

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**
- **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 University webmail account, email the completed PDF form to [registration@uwinnipeg.ca](mailto:registration@uwinnipeg.ca) .

b) If it **does** require a signature, using your University webmail account, email the filled-out PDF form to the applicable [department chair \(or designate\)](#) to sign. The professor/department will submit the form directly to Student Central ([registration@uwinnipeg.ca](mailto: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, students are only able to declare a major online until further notice.