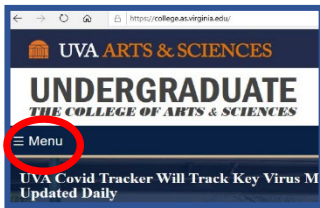
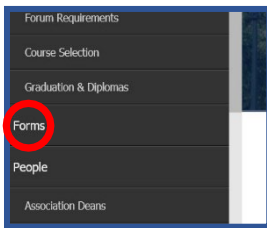


# COGS DocuSign Declaration Guide A&S Online Declaration Form (DOCUSIGN) Guide for Prospective **Cognitive Science** Majors



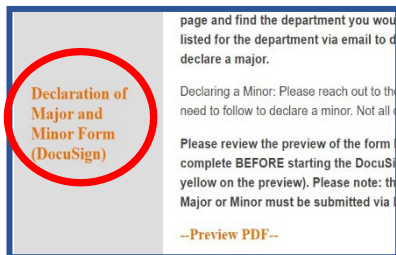
Go to: <https://college.as.virginia.edu>



Go to: MENU

Go to: FORMS

Navigate CAPTCHA gateway



Click on: DECLARATION OF MAJOR AND  
MINOR FORM (DOCUSIGN)

Please review the steps below before starting your declaration process outlined in **How to Fill out PowerForm for Declaration of Major or Minor** or **How to Fill out PowerForm for Declaration of Minor** and resubmit. Once you have reviewed the information, click on the **na2.docuSign.net** link below. You can also copy and paste the address into your browser.

<https://na2.docuSign.net/Member/PowerFormSigning.aspx?PowerFormId=8ac06111-4b44-4280-9000-000000000000>

### How to Fill out PowerForm for Declaration of Major or Minor

Filling out the PowerForm correctly is imperative for your completed Declaration of Major or Minor form will be voided and you will have to fill out another form and resubmit.

\*\*\*START BY CONTACTING THE DEPARTMENT YOU WANT TO DECLARE A MAJOR OR MINOR IN.

- 1) Enter your name and UVA email into the Student section (red and blue)
- 2) Enter the name of the Declaration of Major Contact for the department you want to declare a major or minor in.

Go to: POWERFORM

### PowerForm Signer Information

Before you fill out this form, please reach out to the Department Major/Minor contact to know which steps you need to take to declare major in their department (<https://college.as.virginia.edu/dmmc>). Once you have touched base with them and are ready to complete the form, fill in your name and UVA email, along with the name and email for the Department Major/Minor contact that you are declaring a major in. PLEASE double check the information before clicking on Begin Signing at the bottom. DO NOT change any of the other recipients or your form will not be submitted to The College.

Please enter your name and email to begin the signing process.

#### Student

Your Name: \*

Your Email: \*

Please provide information for any other signers needed for this document.

#### Declaration of Major/Minor Contact (DMC)

Name:

Email:

#### Declaration of Major/Minor Signatory

### Navigate POWERFORM:

In Student section, enter your **FULL NAME** and **EMAIL ADDRESS**

In Declaration of Major Contact (DMC) section, enter:

**Debra McLafferty**  
[dhm6cd@virginia.edu](mailto:dhm6cd@virginia.edu)

Do not fill in any of the other sections.

Click on (bottom of the PowerForm page



### Complete DECLARATION FORM:

1. Enter Identifying Information
2. Enter declaration major/minor name: Cognitive Science-COGS Concentration Area
  - a. Be sure and add ONE of the five concentrations—computer science, linguistics, philosophy, psychology, or neuroscience
  - b. Check appropriate box for major.

3. Enter **30 or higher** in credit hour box.

4. COURSE SECTION:

disregard the instructions to “complete with a major advisor” list only your first COGS class Prefix and Number and in the “Title” Section fill in **See Attached Course Plan**

5. Attach C Major Planning Form

Attach advising transcript available in SIS:

The screenshot shows the 'DECLARATION OF MAJOR and MINOR FORM FOR THE BA OR BS DEGREE'. It includes fields for student name and email, a section for declaring the major/minor (with 'Cognitive Science-Concentration Name' selected), a table for course sections, and a 'BEGIN SIGNING' button. Annotations 1-6 highlight key areas: 1. Name and email fields; 2. Intended Major/Minor selection; 3. Credit hour box; 4. Course section table; 5. Major advisor field; 6. The 'BEGIN SIGNING' button.

<https://registrar.virginia.edu/transcript/unofficial-transcript>

6. Sign *digitally* by clicking yellow tab

7. Click **FINISH** at Top or Bottom of Form