

Deferring the Cognitive Science major

Successfully completing two approved Cognitive Science courses at UVA in two different core areas are the only required pre-requisites necessary to complete before declaring the major. These two courses must be from two different core areas. The five core areas are Psychology, Computer Science, Linguistics, Neuroscience, or Philosophy. Math is not considered a core area-- only a major requirement-- so MATH 1310/1220 and APMA 1090 or above cannot be used as one of your two pre-requisites for declaring. If you are currently enrolled in the pre-requisite(s), you will not be able to submit the DocuSign Declaration form until your grade(s) appear in SIS and will need to fill out the DocuSign Defer Declaring Major Form

Complete the Cognitive Science Course Plan before starting the DocuSign Defer Declaring form

1. **Open and Download the [Cognitive Science Course Plan](#) document.** You can see lists of current and frequently approved courses by going to the [Approved Courses](#) page of the website.
2. **Decide on one concentration area-** Cognitive Psychology, Neuroscience, Computer Science, Philosophy, or Linguistics. Project the two upper level courses unless you are currently enrolled in them. If you are concentrating in LINGS/PHIL/CS upper level courses are 3000+. If you are concentrating in PSYC or NEURO; upper level courses are 4000+
3. **Determine if you have fulfilled the COGS Math requirement. MATH 1310 (Calculus I or higher) or MATH 1220 (Applied Calculus II) or APMA 1090 (Single Variable Calculus I or higher in Engineering School).** If you have transfer or test credit for any of these courses -- the course can fulfill the requirement but will not count toward your 30 program hours. If you take or plan to take MATH 1310 or MATH 1220 at UVA, it will count toward your 30 program hours. Record your transfer, test, or course you plan to take.
4. Download and review your [unofficial transcript](#) from SIS to assist in completing the form since you will need titles, numbers for the courses you are enrolled in. You can also use the frequently approved courses to project what you hope to take.
5. Fill in the "Prerequisite Courses" portion of the form. **Copy your two prerequisite courses into the "Requirements" section or "Concentration" section if applicable.**
6. Fill in the other courses that you would like to take to satisfy all major requirements and when you plan to take them. You should have a minimum of ten courses. The courses you list that you have not yet taken are simply your "best guesses" about the courses you will likely take. These guesses are not binding and courses can be rearranged or substituted as necessary or desired in the future.
7. **When finished, save your course form so you can use it as a template for the deferral course plan and for completing the declaration form when you are eligible to declare.**

DEFER DECLARING STEP 1: Log into the College forms site

1. Click here: [College of Arts and Sciences webpage](#)

2. Click on the "Forms" tab on this webpage and enter your UVA email address. Click submit
3. Select the "Defer Declaring a Major Form (DocuSign)"
4. YOU DO NOT NEED TO CONTACT THE DEPARTMENT TO CONTINUE DEFERRING UNLESS YOU HAVE QUESTIONS

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DEFER DECLARING STEP 2: Read the DocuSign Form Instructions

Begin the DocuSign Form process by reading the following instructions:

In the "**Powerfrom Signer Information**" section you will enter your name and email and then you will enter the **Declaration of Major Contact**:

Name: Debra McLafferty

Email: cogsci@virginia.edu

- A. Once you have entered the name and email for yourself and the Department Major Contact, click "**Begin Signing**" at the bottom of the **PowerForm**. This will lead you to the official form. **You will complete the required fields in red on the DocuSign form**
- B. **I hereby request permission to defer declaring a major in:** Cognitive Science
- C. **Reason for requesting the deferral:** *need to complete pre-requisite courses*
- D. **I will be able to declare the major by this date:**
 1. **If fall term:** January
 2. **If spring term:** May
- E. Where it says "**List each course you plan to complete for the major BEFORE requesting the signatures below.**" Use your COGS course plan to fill out the ten courses you plan to take at UVA to complete major requirements.
- F. **Sign** the form
- G. Click the "**Finish**" button. The forms will be routed to the Undergraduate Coordinator for Cognitive Science for Review. You will be contacted via email if anything else is needed.

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