

## How to declare a Sociology Major or Minor or to Defer your Sociology Major during the CoViD-19 emergency

With students, staff and faculty all working from home during the Novel Coronavirus pandemic, it is necessary to modify our procedure for declaring a Sociology Major. Our old system involved paper forms and students visiting their major advisor and several offices on grounds. The Sociology Department uses a 'distributed' advising system for majors, with each of our full-time faculty members advising a number of majors. We place great value on the advising relationships that develop between our majors and their advisors. Our new procedure still includes a phone or electronic meeting with the major advisor, so that those relationships can be established despite the need for "social distancing."

### To Declare a Sociology Major:

- 1) Download the Sociology Majors Worksheet and the editable .pdf version of the Major Declaration form. You'll find these forms on the Sociology website at <http://sociology.as.virginia.edu/program-forms-and-links>. Fill out as much of the Declaration form as you can.
- 2) Send an email to Joyce Holleran, [jeh6se@virginia.edu](mailto:jeh6se@virginia.edu), to let her know you'd like to declare a Sociology Major. She will assign you to one of our faculty who has open slots for new advisees. If you have a preference on whom you'd like to be your advisor, do let Ms. Holleran know and she will do her best to accommodate. She will send a message to you and to your new major advisor to put you in touch.
- 3) Contact your new major advisor via email and arrange to speak with her or him on the phone or via Zoom, Skype or a similar platform for video meetings. You should also send them your Declaration form via email prior to the meeting. They will assist you in completing the on-line, Major Declaration form. Many faculty members have established virtual office hours for the March 2020 "Fall Advising" period, and some make use of the online Advising Calendar system at <https://advise.sites.virginia.edu>.
- 4) Your advisor will send a copy of your completed form to you and to Ms. Holleran, covered by an email signifying the advisor's approval of your declaration form and noting any exemptions or exceptions that apply to your plans for fulfilling the major requirements.
- 5) Ms. Holleran will add you to our mailing list for majors and forward your completed form to the Office of the Dean of the College.
- 6) Your new major will be recorded in SIS in a few days. Congratulations, you are a Sociology Major!

### How to Defer your Sociology Major

If you have not already completed two or more Sociology courses at UVA with a grade of C or better, then you will need to defer your major.

- 1) Download the editable on-line version of the Deferral of Major form, which you'll find on the Sociology website at <http://sociology.as.virginia.edu/program-forms-and-links>. Fill out as much as you can of the form.
- 2) Make an appointment to see Mr. Guterbock, using the advising calendar system at <https://advise.sites.virginia.edu>.

- 3) Send your contact information to Mr. Guterbock at [tmg1p@virginia.edu](mailto:tmg1p@virginia.edu) (phone number, Skype name, and your location or time zone).
- 4) Mr. Guterbock will meet with you by phone, Zoom, or Skype and will assist you in completing the Deferral Form.
- 5) Mr. Guterbock will send your completed form to Ms. Holleran, covered by an email signaling his approval of your plans for fulfilling the major requirements.
- 6) Ms. Holleran will forward your completed Deferral form to your Association Dean.

### To Declare a Sociology Minor:

- 1) Download the editable on-line version of the Sociology Minor form, which you'll find on the Sociology website at <http://sociology.as.virginia.edu/program-forms-and-links>. Fill out as much as you can of the form.
- 2) Make an appointment with a member of the Sociology Undergrad Studies Committee. Office hours and contact information for the Committee members are posted on the Sociology website at <https://sociology.as.virginia.edu/undergraduate-studies-committee>.
- 3) Once your minor form has been approved by an Undergrad Studies Committee member, they should send a copy of your completed form to you and to Ms. Holleran ([jeh6se@virginia.edu](mailto:jeh6se@virginia.edu)), covered by an email signifying the approval of your minor form.
- 4) Ms. Holleran will add you to our mailing list for minors and forward your completed form to the Office of the Dean of the College.
- 5) Your minor will be recorded in SIS in a few days. Congratulations, you are a Sociology Minor!

### Have questions?

The **Academic Administrative Assistant** for Sociology is Ms. Joyce Holleran, [jeh6se@virginia.edu](mailto:jeh6se@virginia.edu). You can also leave voicemail messages for her at 434-924-6508.

The **Director of Undergraduate Programs** for Sociology is Prof. Thomas Guterbock, [tmg1p@virginia.edu](mailto:tmg1p@virginia.edu), 434-760-0909. He has opened extended virtual office hours for the March 2020 "Fall Advising" period. Questions by email are always welcome. Any student in Arts & Sciences can make an appointment to talk with him by visiting the Advising Calendar website at <https://advise.sites.virginia.edu>.

Mr. Guterbock will then arrange to talk with you during your appointment time either by phone or via Zoom or Skype. If your time zone or other issues make it difficult to schedule a time during office hours, just email him to set up a more appropriate time.