Minor/Certificate Guide
Office of Student Affairs, College of Fine Arts

Transcript-recognized **Minors**:  
- To earn a transcript-recognized minor, you must be pursuing a degree in the 2016-2018 or a subsequent degree catalogue.  
- Minors are a collection of courses in a single field of study.  
- Once a minor is attached to your profile, you will not be able to graduate until you complete the requirements of both your major and minor.  
- At least half of the required course work in the minor must be completed in residence at The University of Texas at Austin.  
- 9 hours of the minor cannot be used to satisfy major requirements.

Transcript-recognized **Certificates**:  
- Certificate programs offer interdisciplinary curricula that support and extend a student’s major.  
- A maximum of 9 hours of certificate coursework may be taken after the student has earned their undergraduate degree.  
- At least half of the required course work in the certificate program must be completed in residence at The University of Texas at Austin.  
- Students should apply for the certificate when they apply for graduation or when they complete the certificate program, whichever is later.  
- For students in the 2014-2016 or earlier degree catalogue, please see the department offering the certificate for specified instructions on the certificate claiming process.

For information on minor/certificate requirements and registration assistance for minor/certificate courses, please contact the department offering the minor/certificate.

For more details and a complete list of minors, please visit: [http://catalog.utexas.edu/undergraduate/the-university/minor-and-certificate-programs/](http://catalog.utexas.edu/undergraduate/the-university/minor-and-certificate-programs/)
How do I pursue a minor or certificate?

1. Do your research
   - Find information about various minor/certificate programs via online resources.
   - Go to information sessions if offered.
   - For any questions, contact the department offering minor/certificate.

2. Talk to your department’s academic advisor
   - They can help guide you on how the minor/certificate fits within your degree plan and graduation timeline.

3. Apply!
   - Students can apply for the minor/certificate they wish to pursue here: https://utdirect.utexas.edu/apps/degree/minors/

4. If approved to pursue minor/certificate, inform your advisor
   - Students will get notification that they've been approved for a minor/certificate via a Secure Academic Note (SAN) and possibly an email.
   - Your home college will help you attach the minor or certificate to your degree audit.

5. Complete the appropriate coursework
   - Students can refer to the department offering the minor/certificate for curriculum information and guidance

6. For certificates only:
   - Follow the certificate program’s procedures for transcript recognition upon completion of the certificate program.