

## **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/>

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## 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.