Major/Minor Declaration Student Instructions

Process Overview

Use the Major/Minor Declaration Application to officially declare a major or minor in a field of interest.

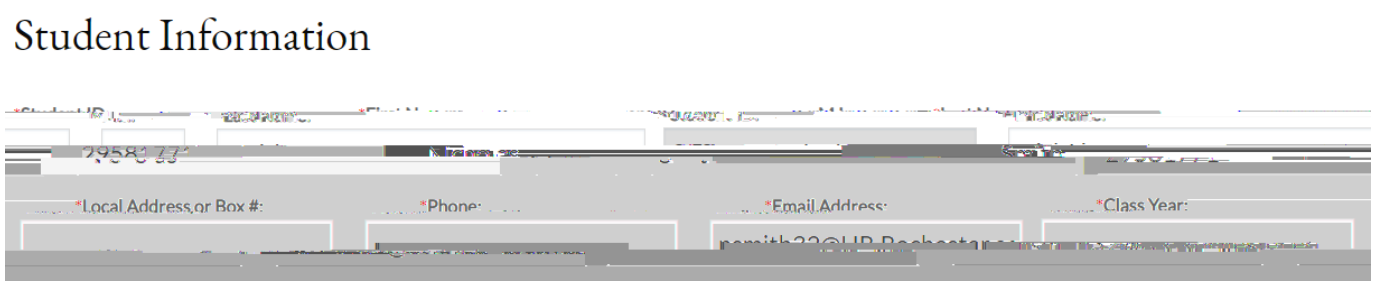
Prior to declaring a major or minor y

in

Declaring a Major/Minor

In order to declare a new major or minor please select the appropriate option from the options menu. Once you select an option you will be shown a screen to input all information pertaining to that major or minor. These sections are described below.

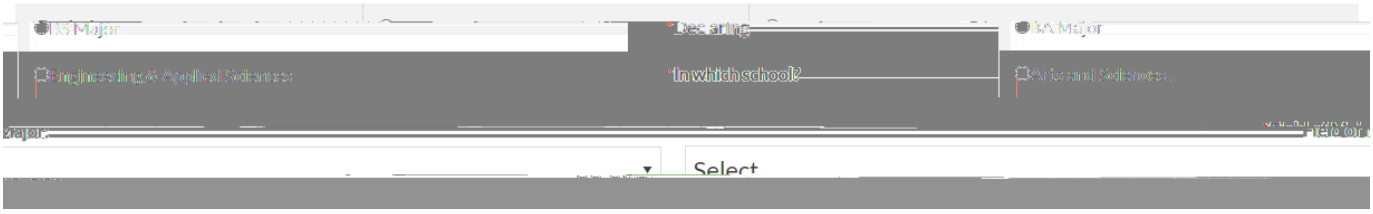
Student Information Section



This section asks for information to identify you to the system as well as contact information. Many of the fields will be pre-populated from your login information. All fields (other than the Middle Initial) are required for submission of the declaration.

Major/Minor Declaration Information

This section is where you specify the exact declaration for your major/minor and the courses you intend to use towards the declaration.



The top section (shown above) asks you to indicate whether you are declaring a BA or BS and in which school you are declaring it. Click on the check boxes to make these indications. *If you are declaring a minor you will only be asked to indicate the school in which you are declaring.* From the drop down menu you must choose the field of the major or minor.

Some departments require you to specify a 'track' within the major or minor, if necessary this drop down menu will appear below the field box once you have made a selection.

indicate using the drop down menus, how you will use to fulfill this requirement. ***The only exceptions are for approved transfer students and engineering students. There are options in the cluster drop down menu to specify if you do not need to meet a particular division's requirement.***

Submit the Form

You submit the form using the 'Submit' button found at the bottom of the page. If there are errors you will be prompted with an error message indicating the errors with the submission.

Once successfully submitted you will be automatically returned to the options menu, and will see the declaration you made show up in the 'In Progress' section as shown below.

At this point the declaration has been sent to the department for review. You will be notified by email when the declaration has been approved or not approved. You can also return to this screen at any time to view the status of your declaration(s) by logging into:

Resubmitting a Major/Minor Declaration

After the department reviews your major or minor declaration they may find items that you need to correct. If this occurs you will be notified via email as to any corrections that need to be made.