

Major, Minor and Concentration Application Instructions

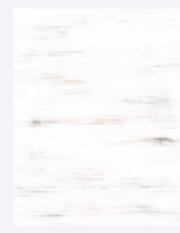
You can [update](#) your Open Enrollment major, minor and/or concentration, as well as either [declare intent](#) or [formally apply](#) to any Limited Admission or Portfolio major, minor or concentration, in your Degree Check!

Simply log into the [Banner Information System](#), click on “Student Menu” then “Grades and Transcripts Menu” then “UG Degree Status Check”. Utilize the blue hyperlinks in your curriculum block to Add, Drop, or Change a Major, Minor or Concentration.

Home > Student Menu > Academic Records Menu > Degree Status Check

View: Degree Requirements Audit Transfer Summary Course Summary Major/Minor Requirements

2018-19 Graduation Requirements Audit (18-OCT-2019)

 <p>Admit Type: High School Traditional (HT) Admit Status: Freshman Admit Term: Winter 2019 Graduation: You have not applied to Graduate. Click Here to Apply (Your Anticipated Graduation Term is) (Update) Advisors: (Change Your Advisors)</p>	<p>Degree: Bachelor of Arts Program: Psychology/Family/Community-BA Add new major</p> <p>Major(s): • Psychology (Admitted Winter 2019) Drop Change</p> <p>Minor(s): Add new minor • None.</p> <p>Concentration(s): Add new concentration • None.</p>
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Option 1: Update Open Enrollment Major/Minor

Select the appropriate College, then Department, then Degree, then the Major or Minor, then concentration (if applicable). *See example on page 2.* Changes to an open enrollment major or minor are processed within a few minutes.

Option 2: Formal Application to a Limited Admission or Portfolio Major/Minor

Select the appropriate College, then Department, then Degree, then the Major or Minor, then concentration (if applicable). *See example on page 2.* You'll be prompted to select an action type: choose "Formally apply to Major/Minor". You will then be prompted to answer the department's application questions. Formal application to a major or a minor is processed by the department, and will be handled at the department's review timeline. Acceptance to the major or minor will only be reflected in Banner if and when the department approves.

Option 3: Declare Intent to a Limited Admission or Portfolio Major/Minor

Select the appropriate College, then Department, then Degree, then the Major or Minor, then concentration (if applicable). *See example on page 2.* You'll be prompted to select an action type: choose "Update Intended Major/Minor". Changes to declare intent to a limited enrollment or portfolio major or minor are processed within a few minutes.

Add new major

To update an **OPEN ENROLLMENT** major: Select the appropriate major. Once submitted, Banner will be updated within five minutes.

To **DECLARE INTENT** to a Portfolio or Limited Admission major: Select the appropriate major followed by "-INT". Once submitted, Banner will be updated within five minutes

To **FORMALLY APPLY** to a Portfolio or Limited Admission major: First review the application requirements for that major in the University Catalog (<http://spu.edu/catalog>) prior to submitting your application. Select the minor without the intended "-INT" indicator. Carefully and consciously answer the application questions. Once you submit your application, you will not be able to modify it. Formal application to a major must be reviewed by the department, and follows the department-outlined review timeline. Banner will be updated if the department approves the application.

Note: each question has a maximum of a 2000 character (325-350 word) response. Responses longer than this will result in an error.

When complete, press "submit" only once. You will receive an email confirmation of your submission shortly.

College:	Business, Gov't, & Econ
Department:	Business, Government & Economics
Degree:	Bachelor of Arts
Major:	Business Administration
Concentration:	Business and Public Policy
Action type:	

- Formally apply to major or minor
- Update intended major or minor

Any questions about application requirements or review timelines for formal admission to majors or minors, should be directed to the department. Questions about the technology can be directed to Student Academic Services (sasinfo@spu.edu or Demaray Hall 151).

Thank you!