

## Major, Minor and Concentration Application Instructions

You can now update your **intended** major, minor and/or concentration, as well as **formally apply** to any major, minor or concentration, in your Degree Check! This replaces all paper application processes. Please read through the directions and view the screen captures below.

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.

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

**2013-14 Graduation Requirements Audit (05-MAR-15)**

Degree: Bachelor of Science [Add new major](#)

Major(s):

- Physiology (Admitted Spring 2014) [Drop](#) [Change](#)

Degree 2: Bachelor of Arts

Major(s):

- Art-Int [Drop](#) [Change](#)
- English (Admitted Winter 2015) [Drop](#) [Change](#)

Minor(s): [Add new minor](#)

- None.

Concentration(s): [Add new concentration](#)

- None.

*This report reflects coursework (plus in progress) through: Winter 2015(Once the term ends, and before grades come in, courses will not appear.)*

**Completed Credit Totals and GPA Summary:**

Type	Attempted Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	Total GPA
...	...	...	...	...	...	...

Select the appropriate College, then Department, then Degree, then the Major or Minor, then concentration (if applicable). Carefully select the Major or Minor: there will be two options for each.

### **Option 1: Update Intended Major**

Choose the “-INT” option to state intent (intended major/minor). Changes of intended major or minor are processed within a few minutes.

**Add new major**

To update your **INTENDED** major: Select the major with “-INT”. Once submitted, Banner will be updated immediately.

To **FORMALLY APPLY** to a major: First review the application requirements for that major in the University Catalog (<http://spu.edu/catalog>) prior to submitting your application. Select the major 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.

If you wish to add a concentration to an existing major, please use the ‘Add new concentration’ link instead.

College: Business, Gov't, & Econ

Department: Business & Economics

Degree: Bachelor of Arts

Major:

- Accounting
- Accounting-INT**
- Business Administration
- Business Administration-INT
- Economics
- Economics-INT

## Option 2: Formal Major Application

The option without “-INT” indicates formal application. 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. Formal application to a major or minor requires that students answer the application questions. Depending on the department, you may be required to answer the two standard questions (as in the example below), or you may need to answer additional department specific questions.

**Add new major**

To update your **INTENDED** major: Select the major with “-INT”. Once submitted, Banner will be updated immediately.

To **FORMALLY APPLY** to a major: First review the application requirements for that major in the University Catalog (<http://spu.edu/catalog>) prior to submitting your application. Select the major 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.

If you wish to add a concentration to an existing major, please use the 'Add new concentration' link instead.

College: Arts and Humanities  
Department: English  
Degree: Bachelor of Arts  
Major: English  
Concentration: Literature

Briefly explain why you have chosen this major or minor.

Who is your faculty advisor for this major or minor?

Submit  
Cancel

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](mailto:sasinfo@spu.edu) or Demaray Hall 151).

Thank you!