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.

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.
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 the Office of the Registrar (registrar@spu.edu or Demaray Hall 151).

Thank you!