



### Directions for Declaring a Major, Minor or Certificate

1. Log into Amos and use the menu at the top to navigate to the “College Students” section.
2. Using the menu on the left side, click on the “Forms” link.
3. Click on “Declaration of Major and Minor” under the eForms column on the right
4. Your ID, name and email will be auto populated
5. Click on the option you are choosing: Declare or Change Primary Majors, Declare or Change Secondary Majors, or Declare or Change Both Primary and Secondary Majors

The screenshot shows the 'Major/Minor Declaration Form' in the Amos system. The form is pre-filled with student information: Student ID: 123456, Name: Harry Potter, Email: Potterstudent@moravian.edu. Under the 'Select an option for Majors:' section, three radio button options are visible: 'Declare or Change Primary Majors', 'Declare or Change Secondary Major', and 'Declare or Change Both Primary & Secondary Majors'. A red arrow points to the third option, which is currently selected. Below this, there are sections for 'PRIMARY MAJOR' with dropdown menus for 'Your Current Primary Major' (set to Music) and 'Select your NEW Primary Major' (set to Music Education).

6. To Declare or Change your Primary Major, click on the top tab (1) and then navigate to the section Below. You will see a window with “Select your NEW Primary Major” (2). Click on that tab and a menu will appear with options to select for your Major:

This screenshot shows the same form as above, but with the 'Select your NEW Primary Major' dropdown menu open. A list of majors is displayed, including Accounting, Art, Biochemistry, Biology, Chemistry, Computer Science, Economics, English, Environmental Science, Environ Policy & Econ, French, French and Francophone Studies, Geology, German, German Studies, History, Health Science, Historical Studies, International Mgmt/French, International Mgmt/German, International Mgmt/Spanish, International Management, Mathematics, and Management. The 'Music' option is highlighted. A red arrow labeled (1) points to the 'Declare or Change Primary Majors' radio button, and another red arrow labeled (2) points to the dropdown menu.

7. If you want to add an area of concentration to your Major, click on the window “Select Your NEW Concentration” to add a concentration area to your major.

The screenshot shows a web browser window with the URL 'amos.maravian.edu'. The page title is 'Default Page | Major/Minor Declaration Form | AMOS'. On the left, there is a sidebar with links: 'Orders', 'Service Now (IT Incidents/Supply Requests)', 'Single Sign On (Okta)', and 'Syllabus Lookup'. The main content area has two radio button options: 'No Change' (selected) and 'Declare or Change Minors'. Below that, another set of radio buttons: 'No Change' (selected) and 'Declare or Change Certification'. The 'PRIMARY MAJOR' section contains two dropdown menus. The first, 'Your Current Primary Major', is set to 'Music'. The second, 'Your Current Concentration (for Primary Major)', is set to 'Music Education' and is pointed to by a red arrow. Below this is the 'CONFIRM EXPECTED GRADUATION DATE' section with input fields for 'Expected Graduation Year' and 'Expected Graduation Term'. At the bottom are 'Confirm Selections' and 'Submit' buttons.

8. To choose a Secondary Major, click on the “Declare or Change a Secondary Major” tab at the top, and then navigate to the section below. Click on “Select your NEW Secondary Major” from the menu options (1). You also have the option to choose a concentration for the Secondary Major (2)

The screenshot shows the same web browser window as above, but the 'SECONDARY MAJOR' section is active. The 'Your Current Secondary Major' dropdown is set to 'Art' and is labeled with a red arrow and the number (1). The 'Your Current Concentration (for Secondary Major)' dropdown is set to 'Art Education' and is labeled with a red arrow and the number (2). The 'CONFIRM EXPECTED GRADUATION DATE' section is visible at the bottom, along with 'Confirm Selections' and 'Submit' buttons.

9. If you want to change both your Primary and your Secondary Major, click on the “Declare or Change Both your Primary and Secondary Major” tab at the top. This will open the options to declare both majors, as well as areas of concentration. Follow the steps above to complete these tasks.

10. If you want to choose a Minor, click on the “Select an Option for Minors” tab. If you do not wish to select a minor, you can leave the default selection of “No Change”. Once you click on the tab to select a Minor, a new section will open. Click on the menu items on the right side to select up to 2 Minors.

The screenshot shows the 'MINORS' section of the application form. It includes two dropdown menus for 'Your Current Minor' and 'Select your NEW Minor'. The 'Select your NEW Minor 1' dropdown is currently set to 'Spanish' and is highlighted with a red arrow. Below this is the 'CERTIFICATION (Teacher Certification)' section, which has a dropdown menu set to 'Early Childhood Education (pre-K to grade 4 certification)'. At the bottom, there is a 'CONFIRM EXPECTED GRADUATION DATE' section with fields for 'Expected Graduation Year' and 'Expected Graduation Term', and buttons for 'Confirm Selections' and 'Submit'.

11. If you want to choose a Certification, click on the “Select an Option for Certification” tab. If you do not wish to select a Certification, you can leave the default selection of “No Change”. Once you click on the tab to select a Certification, a new section will open. Click on the menu items on the right side to select your Certification.

This screenshot is identical to the one above, showing the 'MINORS' section. However, a red arrow points to the 'Select your NEW Minor 1' dropdown menu, which is currently set to 'Spanish'. This indicates that the user has selected a minor, and the 'CERTIFICATION' section is now visible and active.

12. Your expected graduation year and term fields will be auto populated for you. To complete the process, click on the “Confirm Selections” button. Once you submit the form, it will be sent electronically to the appropriate faculty and staff for review and approval.