MORAVIAN COLLEGE

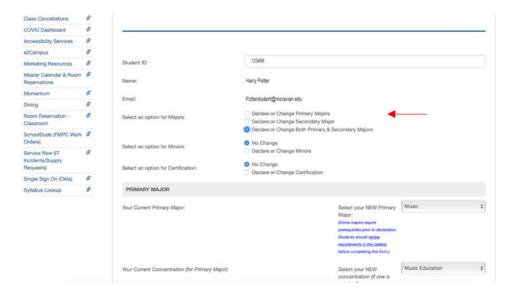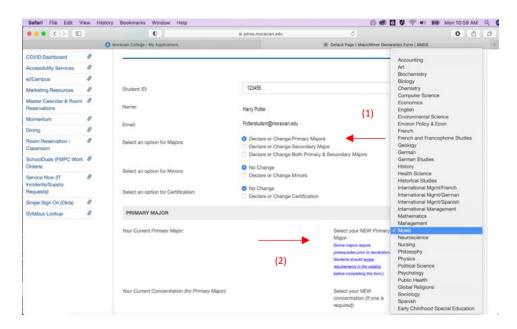## Directions for Declaring a Major, Minor or Certificate
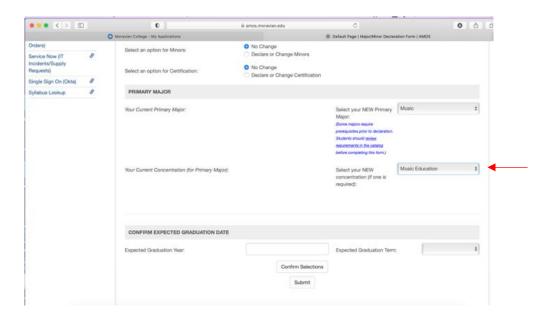
1. Log into Amos and use the menu at the top to navigate to the "College Students" section.
2. Using the menu on the left side, click on the "Forms" link.
3. Click on "Declaration of Major and Minor" under the eForms column on the right
4. Your ID, name and email will be auto populated
5. Click on the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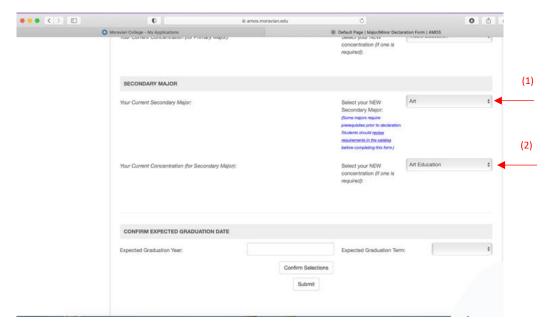

6. To Declare or Change your Primary Major, click on the top tab (1) and then navigate to the section Below. You will see a window with "Select your NEW Primary Major" (2). Click on that tab and a menu will appear with options to select for your Major:

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.
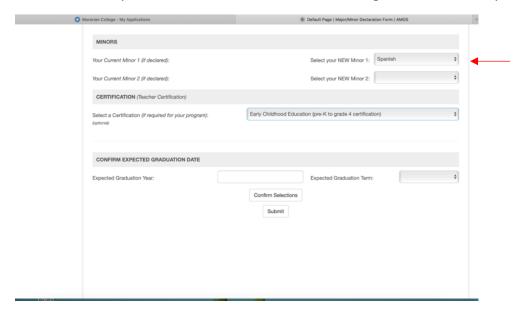

8. To choose a Secondary Major, click on the "Declare or Change a Secondary Major" tab at the top, and then navigate to the section below. Click on "Select your NEW Secondary Major" from the menu options (1). You also have the option to choose a concentration for the Secondary Major (2)
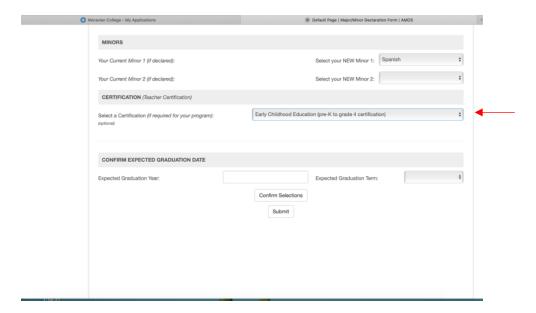

9. If you want to change both your Primary and your Secondary Major, click on the "Declare or Change Both your Primary and Secondary Major" tab at the top. This will open the options to declare both majors, as well as areas of concentration. Follow the steps above to complete these tasks.

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.

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.

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.