

# MORAVIAN UNIVERSITY

## 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

Class Cancellations  
COVID Dashboard  
Accessibility Services  
e2Campus  
Marketing Resources  
Master Calendar & Room Reservations  
Momentum  
Dining  
Room Reservation - Classroom  
SchoolDude (FMPC Work Orders)  
Service Now (IT Incidents/Supply Requests)  
Single Sign On (Okta)  
Syllabus Lookup

Student ID: 123456  
Name: Harry Potter  
Email: Potterstudent@moravian.edu

Select an option for Majors:  
☐ Declare or Change Primary Majors  
☐ Declare or Change Secondary Major  
☒ Declare or Change Both Primary & Secondary Majors

Select an option for Minors:  
☒ No Change  
☐ Declare or Change Minors

Select an option for Certification:  
☒ No Change  
☐ Declare or Change Certification

**PRIMARY MAJOR**

Your Current Primary Major: Select your NEW Primary Major: Music  
(Some majors require prerequisites prior to declaration. Students should review requirements in the catalog before completing this form.)

Your Current Concentration (for Primary Major): Select your NEW concentration (if one is required): 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:

COVID Dashboard  
Accessibility Services  
e2Campus  
Marketing Resources  
Master Calendar & Room Reservations  
Momentum  
Dining  
Room Reservation - Classroom  
SchoolDude (FMPC Work Orders)  
Service Now (IT Incidents/Supply Requests)  
Single Sign On (Okta)  
Syllabus Lookup

Student ID: 123456  
Name: Harry Potter  
Email: Potterstudent@moravian.edu

Select an option for Majors:  
☒ Declare or Change Primary Majors  
☐ Declare or Change Secondary Major  
☐ Declare or Change Both Primary & Secondary Majors

Select an option for Minors:  
☒ No Change  
☐ Declare or Change Minors

Select an option for Certification:  
☒ No Change  
☐ Declare or Change Certification

**PRIMARY MAJOR**

Your Current Primary Major: Select your NEW Primary Major: Music  
(Some majors require prerequisites prior to declaration. Students should review requirements in the catalog before completing this form.)

Your Current Concentration (for Primary Major): Select your NEW concentration (if one is required):

- 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
- Management
- Music**
- Neuroscience
- Nursing
- Philosophy
- Physics
- Political Science
- Psychology
- Public Health
- Global Religions
- Sociology
- Spanish
- Early Childhood Special Education

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.

Moreau College - My Applications

Select an option for Minors:

- ☒ No Change
- ☐ Declare or Change Minors

Select an option for Certification:

- ☒ No Change
- ☐ Declare or Change Certification

**PRIMARY MAJOR**

Your Current Primary Major:

Select your NEW Primary Major: Music

(Some majors require prerequisites prior to declaration. Students should review requirements in the catalog before completing this form.)

Your Current Concentration (for Primary Major):

Select your NEW concentration (if one is required): Music Education

**CONFIRM EXPECTED GRADUATION DATE**

Expected Graduation Year: Expected Graduation Term:

Confirm Selections

Submit

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)

Moreau College - My Applications

Your Current Concentration (for Primary Major):

Select your NEW concentration (if one is required):

**SECONDARY MAJOR**

Your Current Secondary Major:

Select your NEW Secondary Major: Art

(Some majors require prerequisites prior to declaration. Students should review requirements in the catalog before completing this form.)

Your Current Concentration (for Secondary Major):

Select your NEW concentration (if one is required): Art Education

**CONFIRM EXPECTED GRADUATION DATE**

Expected Graduation Year: Expected Graduation Term:

Confirm Selections

Submit

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 1 (if declared):' and 'Your Current Minor 2 (if declared):'. To the right, there are two more dropdown menus for 'Select your NEW Minor 1:' and 'Select your NEW Minor 2:'. The 'Select your NEW Minor 1:' dropdown is currently set to 'Spanish', and a red arrow points to it. Below these are the 'CERTIFICATION (Teacher Certification)' and 'CONFIRM EXPECTED GRADUATION DATE' sections. The 'CERTIFICATION' section has a dropdown menu for 'Select a Certification (if required for your program):' set to 'Early Childhood Education (pre-K to grade 4 certification)'. The 'CONFIRM EXPECTED GRADUATION DATE' section has fields for 'Expected Graduation Year:' and 'Expected Graduation Term:'. At the bottom are 'Confirm Selections' and 'Submit' buttons.

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. A red arrow points to the 'Select your NEW Minor 1:' dropdown menu, which is set to 'Spanish'.

12. Your expected graduation year and term fields will be auto populated for you. A screen will appear with this information. Please review it and confirm if it is correct.

The screenshot shows the 'CONFIRM EXPECTED GRADUATION DATE' confirmation screen. It displays 'Your expected graduation term and year is: SPRING TERM 2022'. Below this, it asks 'Is your expected graduation term and year correct?' with radio buttons for 'Yes' and 'No'. The 'Yes' radio button is selected.

13. If your graduation information is not correct, choose “No”. You will be prompted to enter the correct expected graduation term and year.

CONFIRM EXPECTED GRADUATION DATE

Your expected graduation term and year is:

SPRING TERM 2022

Is your expected graduation term and year correct?

☐ Yes ☒ No

Please indicate your correct graduation year and term: \*

Expected Graduation Year:  
(Enter as four digit year) \*

Expected Graduation Term: \*

14. To complete the process, click on the “Confirm Selections” button. A “Submit” button will appear, and click on that to complete the form. Once you submit the form, it will be sent electronically to the appropriate faculty and staff for review and approval.