

## Instructions for students to declare/drop minors and certificates

1. Students can access the declaration through:
  - a. The URL:  
[https://muis2.missouri.edu/Minor\\_Declare/main.cfm](https://muis2.missouri.edu/Minor_Declare/main.cfm)
  - b. Declareminor.missouri.edu, which will have the URL.
  - c. Declarecertificate.missouri.edu, which will have the URL.
  - d. Going to MizzouOne (forthcoming).
2. Students will first see the screen on the right and will need to log into the declaration form using their username and password.

The screenshot shows the login interface for the University of Missouri System. At the top, the university's name and locations (Columbia, Kansas City, Rolla, St. Louis) are displayed. Below this is a login form with fields for 'Username' and 'Password', and a 'Login' button. A message indicates the user is logging into 'MU Student Information Systems'. There are also links for 'Help' and 'Using a shared computer?'. At the bottom, logos for MU, UMKC, Missouri S&T, and UMSL are visible.

3. When students log in, they will see their current programs, their minor/certificate request history, some information about declaring minors and certificates and two boxes – Minors and Certificates. If students want to declare a minor, they should click Minors. If they want to declare a certificate, they should click Certificates.

This screenshot shows the 'Minor/Certificate Declaration' page. It features the University of Missouri logo and the Office of the University Registrar header. The user ID '18189828' is displayed. Under 'Current Programs', the primary program is 'Education', the plan is 'Elementary Education-BSED', and the subplan is 'Elementary Education'. The minor(s) listed is 'Human Devlp & Family Sci-MI'. The 'Request History' section shows 'No request history found for you.' Below this, there are two buttons: 'Minors' and 'Certificates'. A list of instructions is provided: 'Students may declare a Minor or Certificate after completing at least 6 credits of coursework toward it.', 'Students cannot have a Minor in the same subject/program area as their Major. If you have questions, contact your Major advisor.', 'For more information about Minors or Certificates requirements CLICK HERE.', and 'Please allow up to 10 business days for your minor or certificate to be added to your plan.' Arrows from the text above point to these two buttons.

4. Let's walk through declaring a minor. If the student clicks Minors, they will have the option of either adding or dropping a minor.

This screenshot shows the 'Minor Declaration' page. It features the University of Missouri logo and the Office of the University Registrar header. The user ID '18189828' is displayed. Under 'Current Programs', the primary program is 'Education', the plan is 'Elementary Education-BSED', and the subplan is 'Elementary Education'. The minor(s) listed is 'Human Devlp & Family Sci-MI'. At the bottom, there are two buttons: 'Add a Minor' and 'Drop a Minor'. A note at the bottom states: '\* Your request will be reviewed and processed within 10 business days.' Arrows from the text above point to these two buttons.

- a. To add a minor, the student needs to first select the program (e.g., Arts & Science) from a drop-down list, then the minor they want from a drop-down list, then click Submit.

Office of the University Registrar  
University of Missouri

18189828

### Minor Declaration

**Current Programs**

Program (Primary): Education  
Plan: Elementary Education-BSED  
Subplan: Elementary Education

Minor 1: Human Devlp & Family Sci-MI

**Add A Minor**

Program (required): Arts & Science  
Minor (required):  
Submit Reset Cancel

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- b. Once submitted, the student will see the page on the right, which confirms the minor that the student has requested to add. Students can then click on “Back to Main” and that will take them to the first screen they saw. The minor the student has requested to add will appear on their request history.

Office of the University Registrar  
University of Missouri

### Minor/Certificate Declaration

Thank you for submitting a minor declaration request. Your request will be sent to the appropriate parties for processing. You will be notified of the results when the process is complete.

**Requested Changes**

You have requested to add the minor of **Creative Writing-MI** to your current active program.

[Back to Main](#)

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- c. The student will also receive an email confirming the selection.

**From:** noreply@missouri.edu <noreply@missouri.edu>  
**Sent:** Tuesday, October 27, 2020 1:25 PM  
**To:** Brandt, Julie <brandtju@missouri.edu>  
**Subject:** Declaration Minor Request

Dear Harry James Potter,

Thank you for declaring a minor in **Creative Writing-MI**. Your request will be reviewed and processed within 10 business days.

Thanks,

College of Arts and Science

- d. If after seeing these messages, the student realizes they added the wrong minor, they can either click on Return to Main or log back into the site and click Cancel.

**Minor/Certificate Declaration**

18189828

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**Current Programs**

Program (Primary): Education  
 Plan: Elementary Education-BSED  
 Subplan: Elementary Education

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Minor(s): Human Devlp & Family Sci-MI

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**Request History**

Student Initiated Request

| Request Date | Requested Action | Minor/Certificate | Program                    | Action    | Action Date |
|--------------|------------------|-------------------|----------------------------|-----------|-------------|
| 10/27/2020   | ADD              | NUENGR_MI         | NUENGR_MI Belongs to ENGRU | Pending   |             |
| 10/27/2020   | DROP             | HDFSC_MI          | HDFSC_MI owned by EDUCU    | Approved* | 10/27/2020  |

- e. The student will receive an email confirming that they have requested to drop the minor:

Dear Harry James Potter,

You requested the removal of the minor **Human Devlp & Family Sci-MI**. Your Request will be processed within 10 business days.

Thanks,

College of Education

5. The process is exactly the same for adding a certificate.

6. To drop a minor, refer to #4 above, and click on Drop a Minor. The student will see a list of minors that are on their plan. The student should click on the minor they want to drop and click Submit.

**Office of the University Registrar**  
University of Missouri

Home |

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**Minor Declaration**

18189828

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**Current Programs**

Program (Primary): Education  
 Plan: Elementary Education-BSED  
 Subplan: Elementary Education

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Minor 1: Human Devlp & Family Sci-MI

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**Drop a Minor**

Please pick the minor to drop

Human Devlp & Family Sci-MI

- a. The student will then see that they have requested to drop a minor.

**Office of the University Registrar**  
University of Missouri

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**Minor/Certificate Declaration**

Thank you for submitting a minor drop request. Your request will be sent to the appropriate parties for processing. You will be notified of the results when the process is complete.

**Requested Changes**

You have requested to **drop** the minor of **Human Devlp & Family Sci-MI**

- b. The student will also receive an email confirming the selection.

**From:** noreply@missouri.edu <noreply@missouri.edu>  
**Sent:** Tuesday, October 27, 2020 2:39 PM  
**To:** Brandt, Julie <brandtju@missouri.edu>  
**Subject:** Drop Minor Request

Dear **Harry James Potter**,

You requested the removal of the minor **Human Devlp & Family Sci-MI**. Your Request will be processed within 10 business days.

Thanks,

College of Education

If you have any troubles with these instructions, or questions/suggestions about the declaration form, please contact Melissa Pemberton at [pembertonme@missouri.edu](mailto:pembertonme@missouri.edu).