Instructions for students to declare/drop minors and certificates

1. Students can access the declaration through:
   a. The URL: [https://musis2.missouri.edu/Minor_Declare/main.cfm](https://musis2.missouri.edu/Minor_Declare/main.cfm)
   b. Declareaminor.missouri.edu, which will have the URL.
   c. Declareacertificate.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.

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.

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.
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.

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.

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

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

Dear Harry James Potter,

Thank you for declaring a minor in Creative Writing. MII. 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](image1)

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

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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
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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](image2)

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

![Office of the University Registrar](image3)
b. The student will also receive an email confirming the selection.

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