

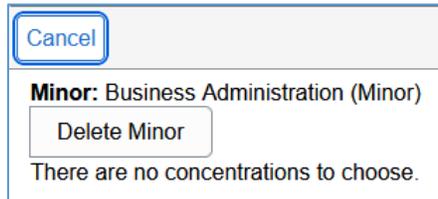
How to Use the Online Declaration Tool

1. Log into Campus Connect and click on the **Academic Records** tile from the homepage.
 2. From the menu on the left side of the page, click on **Change College, Major, or Minor**.
 3. You will be brought to a page where you can add a new declaration, or change your existing declarations. Please note the following rules:
 - There may be GPA, credit, or age restrictions in place for certain declarations.
 - If you are looking to change your major, and your new major is in a different college, you will first need to change your college.
- To **ADD** a new Double Major, Minor, or Certificate, click the **PLUS** button. A pop-up menu will appear where you can proceed in adding a new Double Major, Minor or Certificate. Click the option you would like to add, and then choose from the list of available declarations.



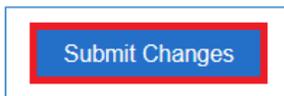
A screenshot of a pop-up menu titled "Add". It features a "Cancel" button in the top left corner. Below the title, there are three buttons: "Double Major", "Minor", and "Certificate".

- To **CHANGE** an existing declaration, click on the item on the list that you wish to change. A pop-up will appear, where select from the list of available declarations.
- To **DELETE** your existing Double Major, Minor, or Certificate, click on the item on the list that you wish to delete. A pop-up will appear, asking you to confirm the deletion.



A screenshot of a pop-up menu for deleting a minor. It has a "Cancel" button in the top left. The main text reads "Minor: Business Administration (Minor)". Below this is a "Delete Minor" button. At the bottom, it says "There are no concentrations to choose."

- To **RESET** any pending declaration changes and start again, click the **REFRESH** button below.
4. After you have made your updates, review the grid of your declarations and ensure the changes you made are correct.
 5. Once you have confirmed your updates are correct, click the **Submit Changes** button. A pop-up menu will appear asking you to confirm your submission.



A screenshot of a blue button with the text "Submit Changes" in white. The button is highlighted with a red border.

6. Check your DPR to ensure the updates you made are accurately reflected.