

Major Report and Dean's List Access

- On myMemphis, click on the Employee tab, and look for the Banner ePrint channel.
- Click on Banner Student Repository.
- Choose the CSV (Excel) version of the Major Report and click on the icon.
- Save the document, giving it whatever title is appropriate for your purposes. You may have to “enable editing” before making any changes to the document.
- You may want to delete or hide some of the columns that you will not need or that are redundant. This will make the spreadsheet much easier to view. For example, you will probably not have any regular use for the following:
 - College
 - Major Description
 - Program
- Others that you may or may not want to see all the time are:
 - Class
 - Ethnic Origin
 - Vet
 - M/F
 - Registered
- If you are only working with undergraduate students, and do not want to view information concerning graduate students, then you can sort the “Level” column by clicking on the letter heading, then clicking on “Data” and A-Z icon. On the “Expand the selection” message that pops up, click on “sort.” You can then delete or hide the GR and LW (graduate and law) students, leaving only undergraduates.
- Then you will want to sort by DEPARTMENT to get the majors for your program. You can also sort by MAJOR_1. The report is not 100% consistent in how it displays each time it is released, so some flexibility on how to sort may be required. Please note that if a student has more than one major, they will probably appear more than once, under each department.

Note: The report will include students currently assigned to advisors in the Academic Counseling Center because all first time freshmen are now coded with a major in the department of their choice but with an Academic Counseling Center (ACC) advisor. You could use this report to find those students to email for events, but not to notify or clear for advising. ACC advising staff can be located here:

<https://www.memphis.edu/acc/staff/index.php>

- You can use the same report to identify MINORS in your program.
- Please note that the report is generated occasionally (usually once a month, except at the beginning of the academic year when it is generated more frequently) and is not “live.” Do not use the report during the summer for general purposes, since only students registered for summer classes will appear in the report.

If you do not have access, complete the Request for Banner Access form:

<http://www.memphis.edu/registrar/pdf-docs/forms/access-17.pdf>

By class codes, put "Student e-Print access for major report and dean's list." The Dean's List is also in e-Print. Choose the EM-CSV version for a searchable option with majors included.