

Major Report and Dean's List Access

- On myMemphis, click on the Employee tab, and look for the Banner ePrint channel.
- Double click on Banner Student Repository.
- Choose the XLS (Excel) version of the Major Report and click on the icon. You can save it or just open it.
- 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 get rid of some of the columns that you will not need or that are redundant. You can either delete or hide them. This will make the spreadsheet much easier to view. For example, you will probably never have any use for the following:
 - dept
 - majorDesc
 - Degc
 - Program
 - cntMjr
- Others that you may or may not want to see are:
 - cls
 - Ethn
 - Vet
 - gender
 - Cum EHRS
- If you are only working with undergraduate students, and do not want to view information concerning graduate students, then you can sort the “Levl” 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 MAJOR to get the majors and second majors for your department. Majors are listed alphabetically in this report (in the MAJOR column). Please note that if a student has more than one major, they will appear only once, under

the major that comes first alphabetically. For example, a student majoring in Anthropology and Foreign Languages will appear only once, under Anthropology. Therefore, you will have to look for (either manually or using a search function) for any double majors that you have that are listed under another major.

- 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.” You may want to download the report frequently to have more accurate information. 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.pdf>

By class codes, put “Student e-Print access for major report and dean’s list.”