How to Declare the Undergraduate Minor in LINGUISTICS.

Step 1. Complete Undergraduate Academic Program Declaration Form
Step 2. Bring the form to LS West-College of Arts and Sciences Office

How to Declare the Undergraduate Certificate in TESOL.

Step 1. Complete Undergraduate Academic Program Declaration Form
Step 2. Bring the form to LS West-College of Arts and Sciences Office
Step 3. Once approved, you will need to apply for the certificate on the Banner System.

Here’s how:
1. Go to Banner: https://my.okstate.edu
2. Choose the “Student” tab and then “Student Records”

   PERSONAL INFORMATION  STUDENT  FINANCIAL AID  EMPLOYEE  PROXY ACCESS

Student

Student Profile (XE)
New version of Student Records menu; consolidates general student, registration notices, holds and other information into a single location.

Registration (XE)
Plan your schedule, check your registration status, view your class schedule, and add or drop classes.

Student Records
View your holds, grades and transcripts

3. Click on “Apply to Graduate"
4. Select the current term
5. Select the certificate from your options to apply for the certificate and fill in your personal information

Student Records

Student Profile (XE)
New version of Student Records menu; con
View Grades (XE)
Academic Transcript
Request Official Transcript
Degree Works
View Status of Transcript Requests
Enrollment Verification
Apply to Graduate
Request Duplicate Diploma