

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](#)