



Under **ACADEMICS**
Select **MAJORS DECLARED**

- Mailing Labels - All [Run]
- CSV Academic and Contact Information
- CSV Academic Information
- CSV Contact Information
- Mailing Labels - All
- Mailing Labels - Graduate
- Mailing Labels - Teacher Licensure
- Mailing Labels - Undergraduate

3. Select **REPORT TYPE** & Click **RUN**

2. IMPORTANT: For a more accurate list, ensure that only Registered students are displayed

Note that mailing labels can be made through this function

Important Note: Due to the shift to Degree Works, the Majors DataBlock selects active students in the current term only. Active students include those who have not yet been inactivated in the university business processes. To find out which students are not current students, utilize the "Term Major Declared" and "Last Term Registered" fields. Majors DataBlock reports are reported once per active major.

Note: The Majors DataBlock report will be incorrect for students whose catalogue year is 2016-17 and forward. The data will be correct for those whose catalogue year precedes 2016-17. We're working on a fix for this. If you have any questions please contact reporting@washburn.edu.

Select Department(s):

- Allied Health
- Art
- Biology
- Center for Student Success and Retention
- Chemistry
- Communication Studies
- Computer Information Sciences
- Criminal Justice/Legal Studies
- Education
- English
- General Science, Natural Science and Mathematics
- History

Select Major(s):

- Art
- Art Education
- Art History

Select Student Registration Status:

Registered

Option for those departments recording admitted majors in Banner

Admitted Majors Only

Select Student Address Type:

PR/CU/RH Hierarchy

Select the address type from the drop-down list. You can chose a single address type or a hierarchy. If you chose the RH/CU/PR hierarchy, the query will look for residence hall, then current, then permanent addresses and return the first address found within the hierarchy. If you chose the PR/CU/RH hierarchy, the query will look for permanent, then current, then residence hall addresses and return the first address found within that hierarchy.

Note: Education does not include secondary education students who declare their major in the academic subject area.

1. Select **Department & Major**