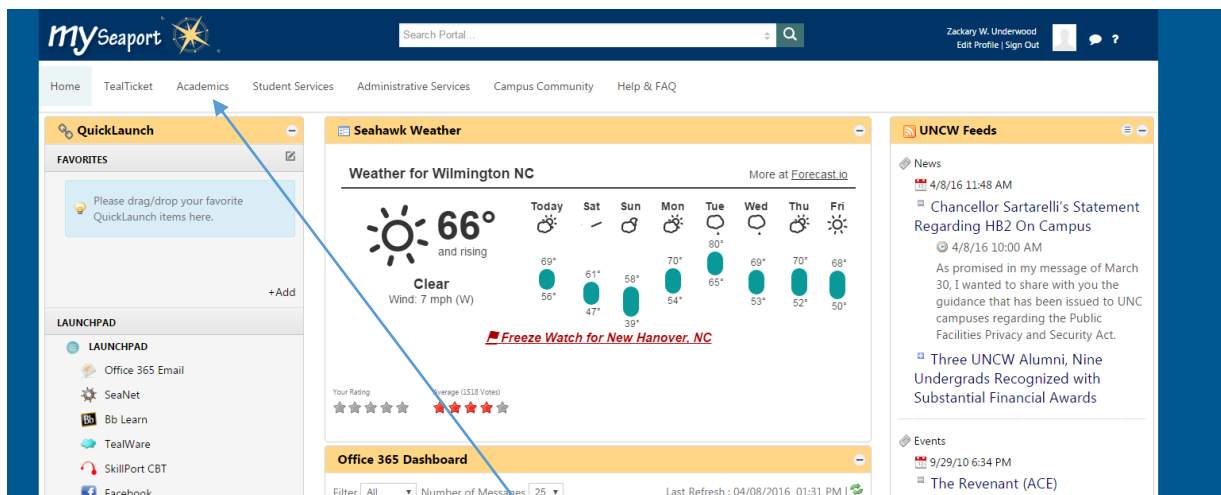


## How to Declare Students with Less Than 24 Credit Hours

1. Log into MySeaPort using your username (email without the @uncw.edu) and your email password



2. Click on Academics in the top navigation



3. Click on Declare Major Administration on the right navigation

The screenshot shows the mySeaport website interface. At the top, there is a search bar and user information for Zackary W. Underwood. Below the navigation menu, the main content area is divided into three columns. The left column contains 'QuickLaunch' with a 'FAVORITES' section and a 'LAUNCHPAD' section listing various services like Office 365 Email, SeaNet, Bb Learn, TealWare, SkillPort CBT, and Facebook. The middle column contains 'Trask Trek' with a large image of a crowd, and three sections: 'Grades', 'Financial Status', and 'Schedule Portlet', all indicating 'No information is available at this time.' The right column contains 'Faculty Services' with a list of links including 'Course Evaluation Login', 'Chair/Dean Course Eval Login', 'Banner (Hawkeye)', 'Approve Audit Activity', 'Faculty Schedule', 'Class Photos & Rosters', 'Faculty Class Detail', 'Detailed Class Information', 'Grade Courses', 'All Course Takers Mailing List', 'All Majors Mailing List', 'Advisee Mailing List', 'Advisee Photos & GPA Calc', 'Transient Study', 'Student Behavioral Referral Form', 'Sexual Misconduct Notification', 'Student Honor Code Form', 'Undergraduate Research Involvement', 'Grade Change', 'Assign Incomplete Grade', 'Convert Incomplete Grade', 'Approve Grading Activity', 'WCE Field Experience Placement Roster', 'WCE Faculty Professional Development Application', 'Declare Major Administration', and 'Request for Substitution/Waiver of Degree Requirements'. A blue arrow points from the 'Declare Major Administration' link in the Faculty Services list to the right.

4. Log in using your username (email without @uncw.edu) and password to access the declaration system

The image shows the login page for the UNCW Major Declaration/Curricular Updates system. The header features the UNCW logo and the text 'Major Declaration/Curricular Updates'. Below the header is a 'Log In' form with the following fields: 'UNCW Username:' followed by a text input field with a red asterisk, 'UNCW Password:' followed by a text input field with a red asterisk, and a checkbox labeled 'Remember me next time.' Below the form is a 'Log In' button.

