



Minors and Concentrations Declaration Guide

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Overview

The **Minors & Concentrations Declaration** feature allows eligible students to manage their academic Minor(s) and Concentration(s) directly in their myCapU Account without submitting forms or contacting the Registrar's Office.

Declarations will first appear on your record in the term based on when you submit your form. They will remain on your record until/if you remove them; their removal will also correspond with the table below.

Month of Declaration Submission	Term Where Minor/Concentration will First Appear
January – March	Spring
April – July	Summer
August – October	Fall
November – December	Spring

Example: If a declaration is submitted in November, it will populate in the upcoming Spring term.

Eligibility

Before you begin, make sure you are eligible.

You can use this feature if you:

- Are an active, continuing student (studying in your second term or after at CapU)
- Are enrolled in an eligible degree program
 - Please note for program changes that your program must have commenced for the term you are admitted to in order for you to declare.
- Have not applied for graduation or already graduated
- Do not have a registration or financial hold on your account

Note: If you are not eligible, a pop-up will explain why and direct you to contact Records.

Important: Changes made in your myCapU Account are reflected immediately on your student record. Updates in myCapMap may take up to 24 hours to appear.

What can I do?

Using this feature, you can:

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- Declare, Change or Delete a Minor
- Declare, Change or Delete a Concentration

Important: There is no direct Change button. To change a Minor or Concentration, you must:

1. Delete the existing one.
2. Add the new one.

Minor and Concentration Limits

Please keep the following in mind.

Minor limits

- Maximum 2 Minors

Concentration limits

Depends on your degree program.

Program	Maximum Concentrations
Bachelor of Business Administration	3
Bachelor of Science (General)	2
Most other eligible programs	1

Accessing the Minors & Concentrations Module

1. Log into your [myCapU Account](#).
2. Select **Minors & Concentrations Declaration**.
3. Choose one of the following:
 - Minors
 - Concentrations

Minors

Declare a Minor

1. Select **Minors**. You will see:
 - Your current program
 - Admission term

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- Completed credits
 - Your current Minor(s)
2. Select **Declare a Minor**.
 3. Your eligibility will be assessed.
 - If you are eligible, a list of available Minors will appear below; you may need to scroll down in your browser to view. *Please note there are 2 pages of Minors. Use the navigation arrow(s) to view all options.*
 - Some Minors may be unavailable because:
 - They are already declared.
 - They are the same as your major.*Unavailable options will appear greyed out.*
 - If you are not eligible, an error message will display the reason and direct you to contact Records
 4. Choose **Select** beside the Minor you want.
 5. Review the confirmation message. Choose:
 - Confirm — to continue
 - Cancel — to return
 6. After confirmation, your student record will be updated immediately.
 7. Select **OK** to return.
 8. Repeat the process if you would like to add multiple minors.

Remove a Minor

1. Open **Minors**.
2. Locate the Minor you want to remove.
3. Select **Delete**.
4. Review the confirmation message. Choose:
 - Confirm
 - Cancel
5. After the Minor has been removed, select **OK**. The Minor becomes available again if you wish to add it in the future.
6. Repeat the process if you would like to remove multiple minors.

Change a Minor

There is no direct Change option. To change your Minor:

1. Delete your current Minor.
2. Add your new Minor.

Concentrations

Declare a Concentration

The process is similar to declaring a Minor.

1. Select **Concentrations**.
2. Select **Declare a Concentration**.
3. Your eligibility will be assessed.
 - If you are eligible, a list of available Concentrations for your degree will appear below; you may need to scroll down in your browser to view. *Unavailable Concentrations appear greyed out.*
 - If you are not eligible, an error message will display the reason and direct you to contact Records
4. Choose **Select** beside the Concentration you want.
5. Review the confirmation message. Choose:
 - Confirm
 - Cancel
6. Select **OK** after the success message. Your student record is updated immediately.
7. If eligible, repeat the process if you would like to add multiple concentrations.

Remove a Concentration

1. Open **Concentrations**.
2. Locate the Concentration. Select **Delete**.
3. Confirm the deletion.
4. Select **OK** after the success message.

Change a Concentration

There is no direct Change option. To change your Concentration:

1. Delete your current Concentration.
2. Add a new Concentration.

Warning and Errors

Important: You may see a warning if you have reached the maximum number of allowed Minors or Concentrations. In this case, you must remove one before adding another.

Eligibility Error

If you are not eligible, an error message will be displayed. Common reasons include:

- You are not an active continuing student. *Note: You are only considered a continuing student from your second term of study onwards.*
- Your program is not eligible.
- Your program has not started yet.
- You have applied for graduation or already graduated.
- You have a registration or financial hold.
- You are not enrolled in an eligible degree program

If this happens, please contact Records at records@capilano.ca.

Frequently Asked Questions

Can I change my Minor or Concentration directly?

No. Delete your current Minor or Concentration first, then add a new one.

Why don't I see the Minor or Concentration I want?

Only options available for your degree program are displayed.

Why can't I select a Minor or Concentration?

The option may already be declared, not available for your program, or otherwise ineligible.

When will myCapMap show my changes?

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Changes are saved to your student records immediately. Updates to myCapMap may take up to 24 hours.

I declared my Minor and/or Concentration and now myCap Map shows an *Ineligible Combination Error*. What does this mean?

This may mean that the Minor and/or Concentration you have selected does not work within your current program. You can change or remove the Minor and/or Concentration that you have recently added, or reach out to an Academic Advisor at advising@capilano.ca for guidance.

Who should I contact if I need help?

If you have questions about eligibility or program requirements, please contact an Academic Advisor at advising@capilano.ca.

If you encounter issues or errors, please contact Records at records@capilano.ca.

I am in the Bachelor of Arts with a Psychology Major (Honours Degree). Why can I not declare a concentration here?

Psychology Honours students must declare a concentration using the Psychology Concentration Declaration Form and submit to the department for approval. Please complete the webform form available on the 'How to Declare' tab of the [Bachelor of Arts \(Honours\) with a Major in Psychology webpage](#).

What happens to my declared Minor or Concentration if I change my program?

Your declared Minor or Concentration will be reset. After changing your program, you must resubmit any declarations.

What if I cannot complete all the courses required for my declared Minor or Concentration?

When you submit your graduation application, your completed courses will be assessed for your declared Minor or Concentration. If the requirements are not completed, the Minor or Concentration will not appear on your degree.