How to...

Adjust your schedule

Students attending Orientation in June will be able to make schedule changes in Banner after all sessions conclude. Step-by-step instructions are available online. Scan the QR code to the right to access them. You can add/drop through the first week of classes.

Access DegreeWorks

DegreeWorks is a tool that students and advisors can use to monitor progress toward degree completion. It also allows your advisor to enter a plan for future work and save notes about advising issues. There is also a GPA calculator available. To access DegreeWorks, log into the portal (portal.samford.edu) and choose the DegreeWorks button in the top left-hand corner of the page.

Change Your Major

If you want to change your major, add a second major or degree, or add a minor, you can do so online. Scan this QR code to access step-by-step instructions. Be sure to read all information carefully and note that some majors have a separate application or require approval.

Set or Change Your FERPA Permissions

The Family Educational Rights & Privacy Act (FERPA) specifies students' rights to control parts of their educational record. To indicate your preferences regarding who may access your academic record, go to the portal (portal.samford.edu), select Banner, select "Personal Information" and then "Student FERPA Agreement."

Register Your Disability or Request Accommodations

If you had an IEP or 504-plan in high school (or think you might need academic or housing accommodations in college), visit the Office of Accessibility and Accommodations website at samford.edu/dr. Click "Accommodations" to see the process. You can also email access@samford.edu with questions.

Other questions? Email success@samford.edu or visit samford.edu/go/asc and submit an Information Request Form. There is also limited availability for one-on-one appointments to discuss academic goals, needs, and resources.

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Academic Success