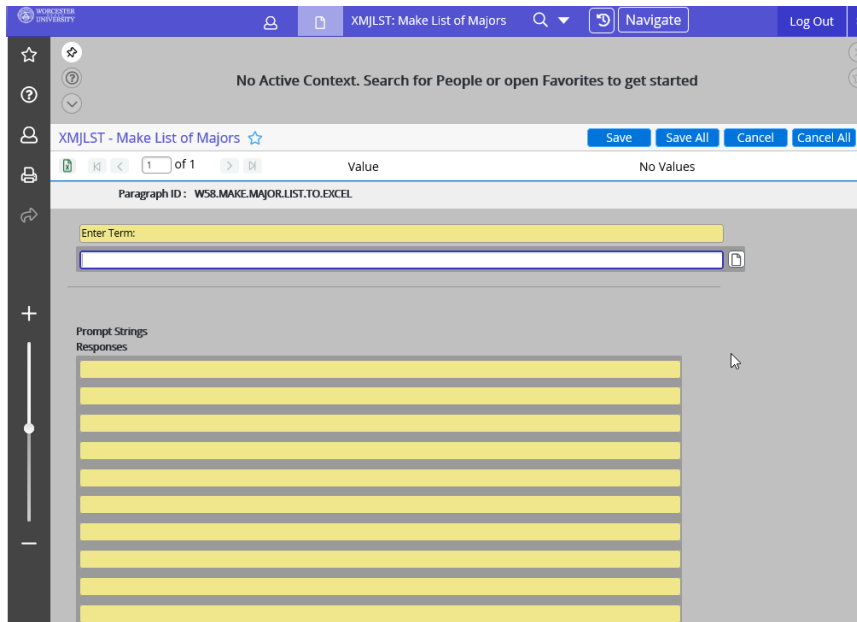# XMJLST – MAKE A LIST OF MAJORS

The "Make a List of Majors" custom report creates a list of majors for specified term.

- **Make certain to enter terms and majors in CAPS (UPPER CASE).**

1. In the **Form Search** window, type **XMJLST** in the form search box and press **<Enter>.**

The **XMJLST** – Make List of Majors form displays.

2. In the **"Enter Term"** box**,** enter the desired year and term in a 2 digit year**,** forward slash (/)**,** 2 letter semester format (e.g. 19/SP), **TYPED IN CAPS**, and press **<Enter>**.
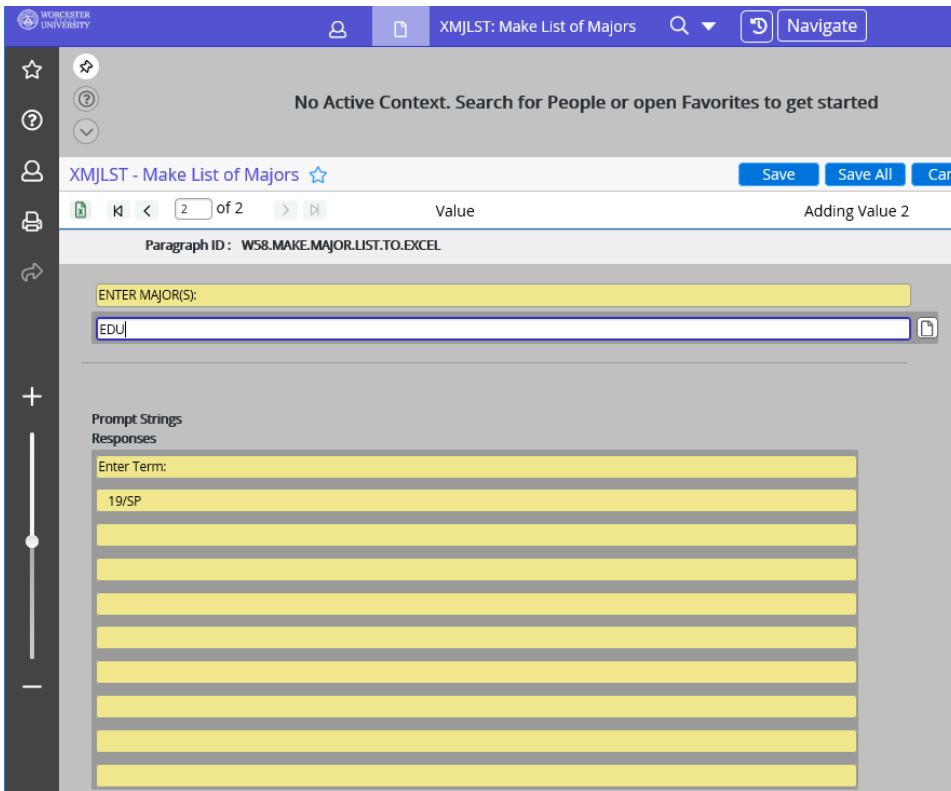   Terms:
   S1 Summer 1
   S2 Summer 2
   FA Fall
   SP Spring
   IN Winter intersession

3. When prompted to **"Enter Major(s)",** type the 3 Letter code **in CAPS,** (e.g, BIO for Biology, EDU for Education, UST, for Urban Studies, or another desired Major code), and **Press <Enter>**. You can enter multiple majors, one after the other after pressing <Enter>.

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4. After all desired majors have been entered, press **<Enter>**.

   Specified Terms and Majors will be listed.
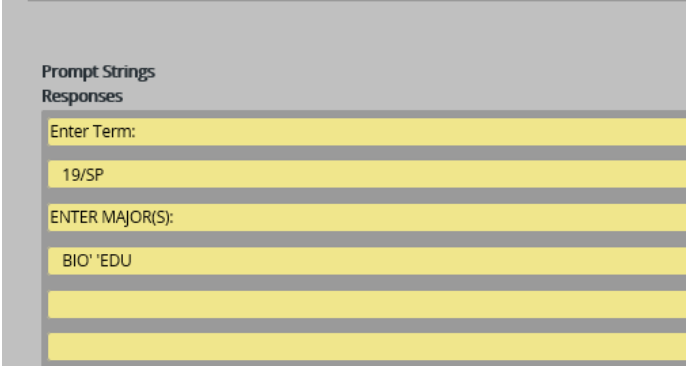
5. Click the **Save** button, followed by **Update**, to run the report.

   A "processing" message will display while the report is being compiled.

6. Click **"Save As",** then **"Download"** to save a copy of the report as a .csv (comma delimited file) that can be opened in Excel, Export PDF to send the results to a .pdf file, or click Print Remote to print to your department printer. You will need to know the Colleague printer name assigned to the department's printer, if you plan to print the report directly to the printer. If you don't know the Colleague printer name, contact the Help Desk to create a Help Desk ticket. Click the "X" to exit out after saving/printing to return to the Colleague main window.