How to use the Program Code/Minor Code Sheets

The purpose of these sheets is to specifically support users responsible for adding/changing/deleting students' programs in Admin Banner. These sheets should not be used for any other purpose, including as an official list of current, active programs at Missouri State University.

Best practices:

- Bookmark the webpage for quick access to the sheets.
- Do not download a copy unless absolutely necessary.
    - The sheets may be updated at any time, making the copy no longer up to date.
- Close and reopen the sheet if filtering/sorting is not reverting to default or not working properly.
- Clear filters or sort before performing a "new" filter or sort.
- Refer to the minor code sheet to ensure the correct department code is used when adding or changing a minor for a student. Realignment significantly impacted this information for minor codes.

Using FIND function:

1. Using the find function, enter keyword for the search.
2. Select Find All.
3. Excel will allow you to click on the search result you wish to see in the spreadsheet. Click on the link, Excel will automatically direct you to the information in the spreadsheet.

How to use the Program Code/Minor Code Sheets

Filtering for the Undergraduate Majors/Certificates and Graduate Programs/Certificates sheet:

To find a specific program code, use the column filters to "find" the information.

1. Filter by level first (undergraduate/graduate).
2. Then filter by additional parameters, as applicable to the program code being searched.

Example: User needs to find the program code for an undergraduate art program.

1. Filter by level of "UG".
2. Filter by department/school of "Art and Design".

First screenshot — filter dropdown open on the "Level" column (options: Sort A to Z, Sort Z to A, Sort by Color, Sheet View, Clear Filter From "Level", Filter by Color, Text Filters, Search, (Select All), GR, UG, OK / Cancel):

Lev	Admin Banner Program Code Description	Admin Banner Program Cod	Pre-Admit Coc	Degree	Department/School	College	Admin Banner Program Code Description-Self-Service	Alternate Pathway
		ACCT-BS		BS	Accountancy, School of	College of Business	Accounting	
		ACCT-BS-E		BS	Accountancy, School of	College of Business	Accounting	
		ACCT-BS-PE	Pre-Admit Code	BS	Accountancy, School of	College of Business	Accounting	Evening College Plus
		ACCT-BS-PRE	Pre-Admit Code	BS	Accountancy, School of	College of Business	Accounting	Evening College Plus
		ACTC-UGCT		UGCT	Theatre & Dance	Reynolds College of Arts, Social Sciences & Humanities	Acting on Camera	
		ACTC-UGCT-PR	Pre-Admit Code	UGCT	Theatre & Dance	Reynolds College of Arts, Social Sciences & Humanities	Acting on Camera	
		AHSP-UGCT		UGCT	Hospitality Leadership	Darr College of Agriculture	Adv Hospitality Leadership	
		AHSP-UGCT-X		UGCT	Hospitality Leadership	Darr College of Agriculture	Adv Hospitality Leadership	Online
		ADWR-UGCT		UGCT	English	Reynolds College of Arts, Social Sciences & Humanities	Advocacy Writing	
		AFMG-BS		BS	Agribusiness, Ag Edu & Commctn	Darr College of Agriculture	Agricultural Bus/Agr Fin & Mgt	
		AFMG-BS-N		BS	Agribusiness, Ag Edu & Commctn	Darr College of Agriculture	Agricultural Bus/Agr Fin & Mgt	Neosho, MO
		AFMG-BS-O		BS	Agribusiness, Ag Edu & Commctn	Darr College of Agriculture	Agricultural Bus/Agr Fin & Mgt	Miami, OK
		AFMG-BS-W		BS	Agribusiness, Ag Edu & Commctn	Darr College of Agriculture	Agricultural Bus/Agr Fin & Mgt	West Plains, MO-MSU Campus
		AMAS-BS		BS	Agribusiness, Ag Edu & Commctn	Darr College of Agriculture	Agricultural Bus/Agr Mkt Sales	
		AMAS-BS-N		BS	Agribusiness, Ag Edu & Commctn	Darr College of Agriculture	Agricultural Bus/Agr Mkt Sales	Neosho, MO
		AMAS-BS-O		BS	Agribusiness, Ag Edu & Commctn	Darr College of Agriculture	Agricultural Bus/Agr Mkt Sales	Miami, OK
		AMAS-BS-W		BS	Agribusiness, Ag Edu & Commctn	Darr College of Agriculture	Agricultural Bus/Agr Mkt Sales	West Plains, MO-MSU Campus
		AEMG-BS		BS	Agribusiness, Ag Edu & Commctn	Darr College of Agriculture	Agricultural Bus/Enterprse Mgt	
		AGCM-BS		BS	Agribusiness, Ag Edu & Commctn	Darr College of Agriculture	Agricultural Communications	
		AGEC-UGCT		UGCT	Finance, Economics & Risk Mgt	College of Business	Agriculture Economics	
		AGED-BSED		BSED	Agribusiness, Ag Edu & Commctn	Darr College of Agriculture	Agriculture Education	
		ANCW-UGCT		UGCT	History	Reynolds College of Arts, Social Sciences & Humanities	Ancient Worlds	
		ANSC-BS		BS	Animal Science	Darr College of Agriculture	Animal Science	
UG	Anthropology-BA	ANTH-BA		BA	Sociolgy, Anthlgy, & Gerontlgy	Reynolds College of Arts, Social Sciences & Humanities	Anthropology	
UG	Anthropology-BS	ANTH-BS		BS	Sociolgy, Anthlgy, & Gerontlgy	Reynolds College of Arts, Social Sciences & Humanities	Anthropology	
UG	Applied Geophysics-UGCT	APGE-UGCT		UGCT	Geography, Geology, & Planning	College of Natural & Applied Sciences	Applied Geophysics	
UG	Applied Geospatl Science-UGCT	APGS-UGCT		UGCT	Geography, Geology, & Planning	College of Natural & Applied Sciences	Applied Geospatial Science	
UG	Archaeology-UGCT	ARCH-UGCT		UGCT	Sociolgy, Anthlgy, & Gerontlgy	Reynolds College of Arts, Social Sciences & Humanities	Archaeology	

Second screenshot — filtered to UG; filter dropdown open on the "Department/School" column (options: Sort A to Z, Sort Z to A, Sort by Color, Sheet View, Clear Filter From "Department/School", Filter by Color, Text Filters, Search, (Select All), Accountancy, School of, Agribusiness, Ag Edu & Commct, Agriculture, Anesthesia, School of, Animal Science, Art and Design [checked], Biology, OK / Cancel):

Lev	Admin Banner Program Code Description	Admin Banner Program Cod	Pre-Admit Coc	Degree	Department/School	College	Admin Banner Program Code Description-Self-Service	Alternate Pathway
UG	Accounting-BS	ACCT-BS		BS		College of Business	Accounting	
UG	Accounting-BS	ACCT-BS-E		BS		College of Business	Accounting	Evening College Plus
UG	Accounting-BS-Preadm	ACCT-BS-PE	Pre-Admit Code	BS		College of Business	Accounting	Evening College Plus
UG	Accounting-BS-Preadm	ACCT-BS-PRE	Pre-Admit Code	BS		College of Business	Accounting	
UG	Acting on Camera-UGCT	ACTC-UGCT				Reynolds College of Arts, Social Sciences & Humanities	Acting on Camera	
UG	Acting on Camera-UGCT-Pre	ACTC-UGCT-PR	Pre-Admit Code			Reynolds College of Arts, Social Sciences & Humanities	Acting on Camera	
UG	Adv Hospitality Leadershp-UGCT	AHSP-UGCT				Darr College of Agriculture	Adv Hospitality Leadership	
UG	Adv Hospitality Leadershp-UGCT	AHSP-UGCT-X				Darr College of Agriculture	Adv Hospitality Leadership	Online
UG	Advocacy Writing-UGCT	ADWR-UGCT				Reynolds College of Arts, Social Sciences & Humanities	Advocacy Writing	
UG	Agr Bus/Agr Fin & Mgt-BS	AFMG-BS				Darr College of Agriculture	Agricultural Bus/Agr Fin & Mgt	
UG	Agr Bus/Agr Fin & Mgt-BS	AFMG-BS-N				Darr College of Agriculture	Agricultural Bus/Agr Fin & Mgt	Neosho, MO
UG	Agr Bus/Agr Fin & Mgt-BS	AFMG-BS-O				Darr College of Agriculture	Agricultural Bus/Agr Fin & Mgt	Miami, OK
UG	Agr Bus/Agr Fin & Mgt-BS	AFMG-BS-W				Darr College of Agriculture	Agricultural Bus/Agr Fin & Mgt	West Plains, MO-MSU Campus
UG	Agr Bus/Agr Mkt & Sales-BS	AMAS-BS				Darr College of Agriculture	Agricultural Bus/Agr Mkt Sales	
UG	Agr Bus/Agr Mkt & Sales-BS	AMAS-BS-N				Darr College of Agriculture	Agricultural Bus/Agr Mkt Sales	Neosho, MO
UG	Agr Bus/Agr Mkt & Sales-BS	AMAS-BS-O				Darr College of Agriculture	Agricultural Bus/Agr Mkt Sales	Miami, OK
UG	Agr Bus/Agr Mkt & Sales-BS	AMAS-BS-W				Darr College of Agriculture	Agricultural Bus/Agr Mkt Sales	West Plains, MO-MSU Campus
UG	Agr Bus/Enterprise Mgt-BS	AEMG-BS				Darr College of Agriculture	Agricultural Bus/Enterprse Mgt	
UG	Agricultural Communications-BS	AGCM-BS				Darr College of Agriculture	Agricultural Communications	
UG	Agricultural Economics-UGCT	AGEC-UGCT				College of Business	Agriculture Economics	
UG	Agriculture Education-BSED	AGED-BSED				Darr College of Agriculture	Agriculture Education	
UG	Ancient Worlds-UGCT	ANCW-UGCT				Reynolds College of Arts, Social Sciences & Humanities	Ancient Worlds	
UG	Animal Science-BS	ANSC-BS				Darr College of Agriculture	Animal Science	
UG	Anthropology-BA	ANTH-BA		BA	Sociolgy, Anthlgy, & Gerontlgy	Reynolds College of Arts, Social Sciences & Humanities	Anthropology	
UG	Anthropology-BS	ANTH-BS		BS	Sociolgy, Anthlgy, & Gerontlgy	Reynolds College of Arts, Social Sciences & Humanities	Anthropology	
UG	Applied Geophysics-UGCT	APGE-UGCT		UGCT	Geography, Geology, & Planning	College of Natural & Applied Sciences	Applied Geophysics	
UG	Applied Geospatl Science-UGCT	APGS-UGCT		UGCT	Geography, Geology, & Planning	College of Natural & Applied Sciences	Applied Geospatial Science	
UG	Archaeology-UGCT	ARCH-UGCT		UGCT	Sociolgy, Anthlgy, & Gerontlgy	Reynolds College of Arts, Social Sciences & Humanities	Archaeology	
UG	Argumentatn-Publc Policy-UGCT	ARPP-UGCT		UGCT	Comm, Media, Jrnlsm, & Film	Reynolds College of Arts, Social Sciences & Humanities	Argumentation and Publc Policy	
UG	Art Education-BSED	ARED-BSED		BSED	Art and Design	Reynolds College of Arts, Social Sciences & Humanities	Art Education	

Third screenshot — results showing a filtering of UG and Art and Design:

Lev	Admin Banner Program Code Description	Admin Banner Program Cod	Pre-Admit Code	Degree	Department/School	College	Admin Banner Program Code Description-Self-Service	Alternate Pathway
UG	Art Education-BSED	ARED-BSED		BSED	Art and Design	Reynolds College of Arts, Social Sciences & Humanities	Art Education	
UG	Art Education-BSED-Preadm	ARED-BSED-PR	Pre-Admit Code	BSED	Art and Design	Reynolds College of Arts, Social Sciences & Humanities	Art Education	
UG	Art/3D Studies-BFA	TSTU-BFA		BFA	Art and Design	Reynolds College of Arts, Social Sciences & Humanities	Art/3D Studies	
UG	Art/3D Studies-BFA	TSTU-BFA-PRE	Pre-Admit Code	BFA	Art and Design	Reynolds College of Arts, Social Sciences & Humanities	Art/3D Studies	
UG	Art/Computer Animation-BFA	COAN-BFA		BFA	Art and Design	Reynolds College of Arts, Social Sciences & Humanities	Art/Computer Animation	
UG	Art/Computr Animtn-BFA-Preadm	COAN-BFA-PRE	Pre-Admit Code	BFA	Art and Design	Reynolds College of Arts, Social Sciences & Humanities	Art/Computer Animation	
UG	Art/Drawing-BFA	DRAW-BFA		BFA	Art and Design	Reynolds College of Arts, Social Sciences & Humanities	Art/Drawing	
UG	Art/Drawing-BFA-Preadm	DRAW-BFA-PRE	Pre-Admit Code	BFA	Art and Design	Reynolds College of Arts, Social Sciences & Humanities	Art/Drawing	
UG	Art/New Media-BFA	NEME-BFA		BFA	Art and Design	Reynolds College of Arts, Social Sciences & Humanities	Art/New Media	
UG	Art/New Media-BFA-Pre	NEME-BFA-PRE	Pre-Admit Code	BFA	Art and Design	Reynolds College of Arts, Social Sciences & Humanities	Art/New Media	
UG	Art/Painting-BFA	PAIN-BFA		BFA	Art and Design	Reynolds College of Arts, Social Sciences & Humanities	Art/Painting	
UG	Art/Painting-BFA-Preadm	PAIN-BFA-PRE	Pre-Admit Code	BFA	Art and Design	Reynolds College of Arts, Social Sciences & Humanities	Art/Painting	
UG	Art/Photography-BFA	PHOT-BFA		BFA	Art and Design	Reynolds College of Arts, Social Sciences & Humanities	Art/Photography	
UG	Art/Photography-BFA-Preadm	PHOT-BFA-PRE	Pre-Admit Code	BFA	Art and Design	Reynolds College of Arts, Social Sciences & Humanities	Art/Photography	
UG	Art/Printmaking-BFA	PRMK-BFA		BFA	Art and Design	Reynolds College of Arts, Social Sciences & Humanities	Art/Printmaking	
UG	Art/Printmaking-BFA-Preadm	PRMK-BFA-PRE	Pre-Admit Code	BFA	Art and Design	Reynolds College of Arts, Social Sciences & Humanities	Art/Printmaking	
UG	Design/Des & Ill-BFA	GRDI-BFA		BFA	Art and Design	Reynolds College of Arts, Social Sciences & Humanities	Design/Graphic Des & Illustrat	
UG	Design/Des & Ill-BFA-Preadm	GRDI-BFA-PRE	Pre-Admit Code	BFA	Art and Design	Reynolds College of Arts, Social Sciences & Humanities	Design/Graphic Des & Illustrat	
UG	Design/Graphic Des-BFA	GRDE-BFA		BFA	Art and Design	Reynolds College of Arts, Social Sciences & Humanities	Design/Graphic Design	
UG	Design/Graphic Des-BFA-Preadm	GRDE-BFA-PRE	Pre-Admit Code	BFA	Art and Design	Reynolds College of Arts, Social Sciences & Humanities	Design/Graphic Design	
UG	Design/Illustration-BFA	ILLU-BFA		BFA	Art and Design	Reynolds College of Arts, Social Sciences & Humanities	Design/Illustration	
UG	Design/Illustratn-BFA-Preadm	ILLU-BFA-PRE	Pre-Admit Code	BFA	Art and Design	Reynolds College of Arts, Social Sciences & Humanities	Design/Illustration	

Callout: Results showing a filtering of UG and Art and Design

How to use the Program Code/Minor Code Sheets

Sorting for the Undergraduate Majors/Certificates and Graduate Programs/Certificates sheet:

Sorting may be applied with or without filtering. By default, the sheet is sorted by level (descending) and the Admin Banner Program Code Description.

If filtering and sorting, it is recommended to filter first, then sort.

Example: User needs to find undergraduate certificate program codes in the School of Criminology and Criminal Justice.

1. Filter first by level of "UG".
2. Filter by Department/School of "Criminology & Criminal Justice".
3. Sort by Degree of "UGCT".

How to use the Program Code/Minor Code Sheets

Filtering and Sorting for Minors sheet:

Filtering and sorting will work similarly for this sheet.