



Change Major/Minor Web Application

This application is designed to provide a user friendly way for advisors and other employees to easily and accurately maintain a student's major/minor status and catalog year.

Eligible for a Major/Minor Change

The following bullet points describe students who are eligible for a Major/Minor change within the Change Major/Minor application.

- An Undergraduate Student
- A student who is currently active in a Major, Pre Major or Intermediate Major.

Ineligible for a Major/Minor Change

The following bullet points describe students who are ineligible for a Major/Minor change within the Change Major/Minor application

- A Non-Credit, Graduate, Medical, Dental, or Law Student
- A student who has been discontinued from the University
- A student on a Leave of Absence
- A student on Academic Suspension
- A student who has applied for graduation
- A student who has graduated

Catalog Year Changes

Advisors using the Major/Minor change functionality will be able to update the Catalog Year for a student's **primary major**, any **secondary majors**, and **minors**.

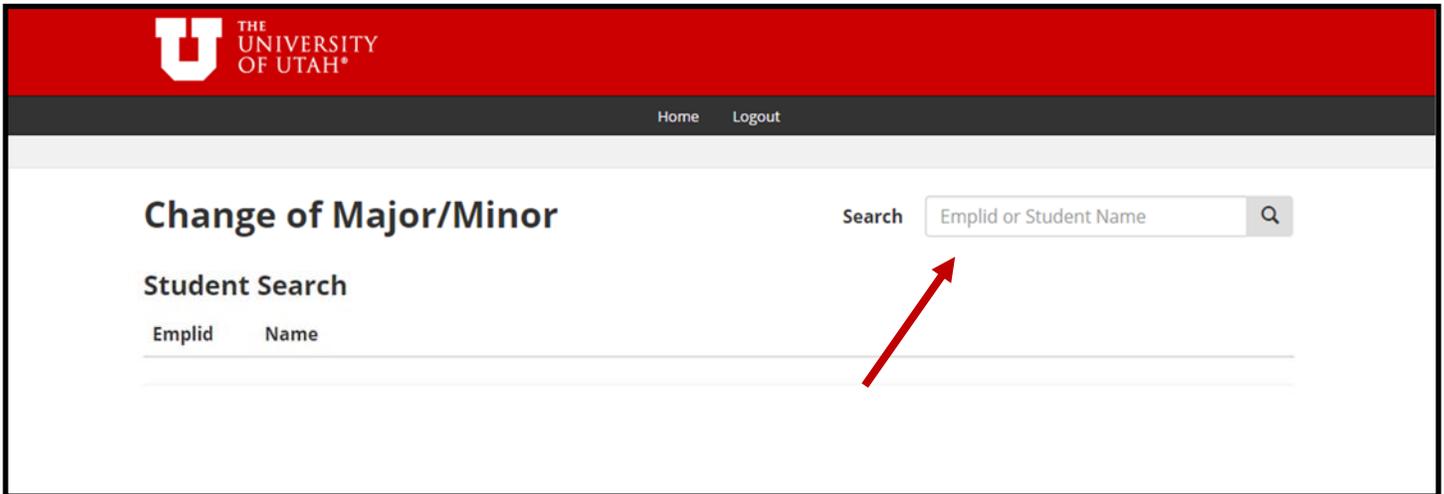
Step-by-Step Instructions

Instructions with a visual walkthrough can be found on the following pages of this document:

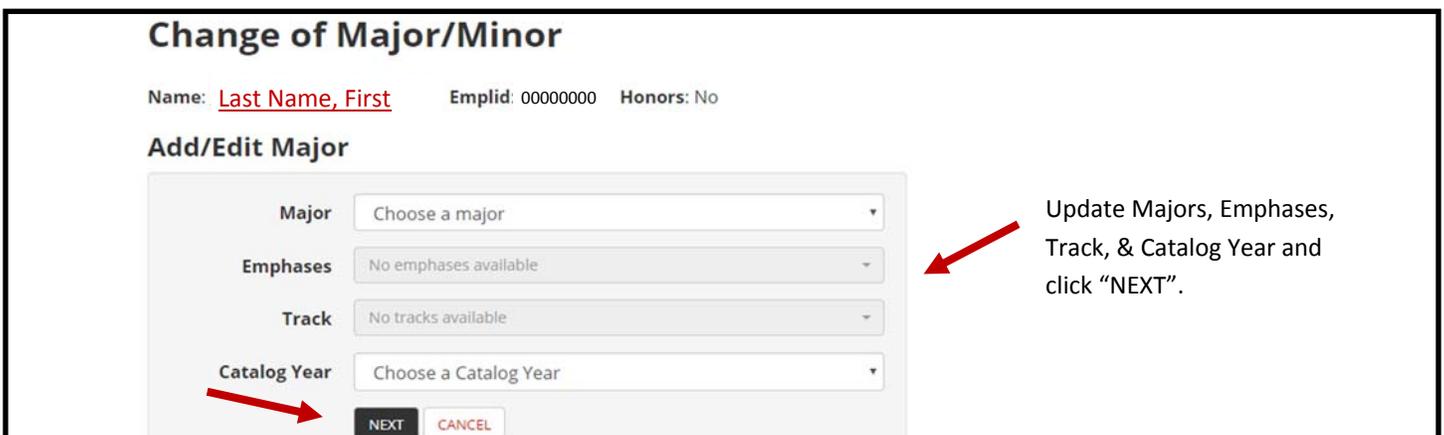
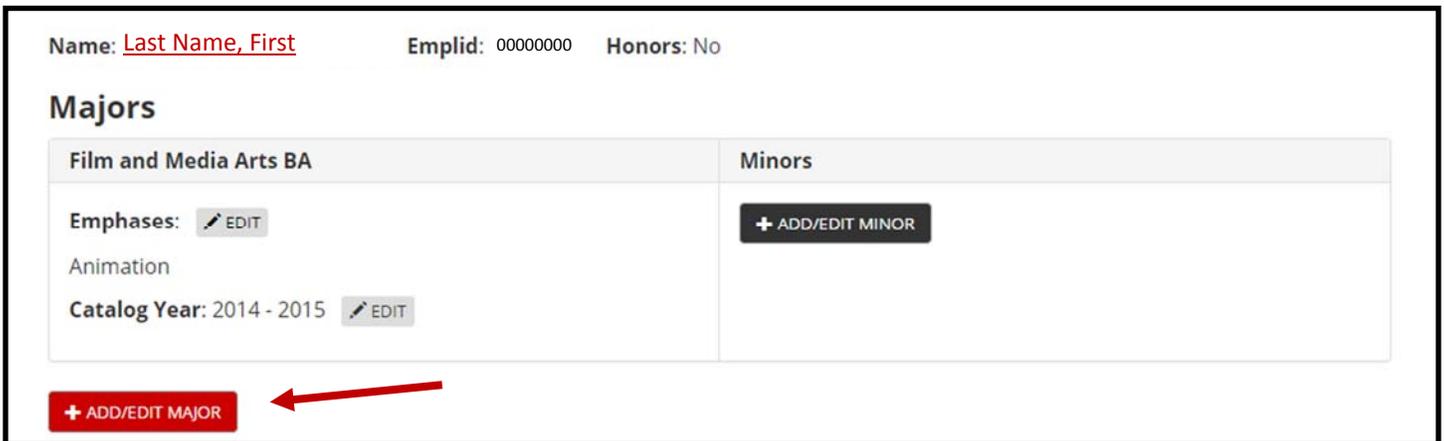
Change Major	Pages 2-3
Add Additional Major	Pages 4-5
Add Minor	Pages 6-7
Change/Add Additional Minor	Pages 8-9
Change Catalog Year	Page 10
Edit Emphases and Tracks	Pages 11-12

Change Major

1. **Student Search:** Enter the student's ID number or name in the top right search bar. Click the  icon or press enter to find the student. A partial name or ID will pull a list of students as well. If using that method, click on the appropriate ID number in red to begin the major change.



2. **Change Major:** Once the student is found, to update the major, click on the red “ADD/EDIT MAJOR” button in the bottom left to take you to the edit major page. From the drop down list, choose the major you are wishing to change to (only majors you have access to will show up). Then if needed, add emphases and/or tracks. Choose a catalog year and click the “NEXT” button.



3. **Confirm Major Change:** If changing a major you will be given the option to either change the major or add an additional major. Only click the “NO, ADD ADDITIONAL” button if wanting to add an additional major for a student working towards multiple degrees. Click the “YES CHANGE” button to change majors. (**Note:** If student is active in multiple majors, you will be asked to choose what major to update)

The screenshot shows a web interface titled "Change of Major/Minor". At the top, it displays "Name: Last Name, First", "Emplid: 00000000", and "Honors: No". Below this is a section titled "Confirm Major Change" with a message: "Film and Media Arts BA will be updated to Economics BA is this correct?". There are three buttons: "YES, CHANGE" (highlighted with a red arrow), "NO, ADD ADDITIONAL", and "CANCEL".

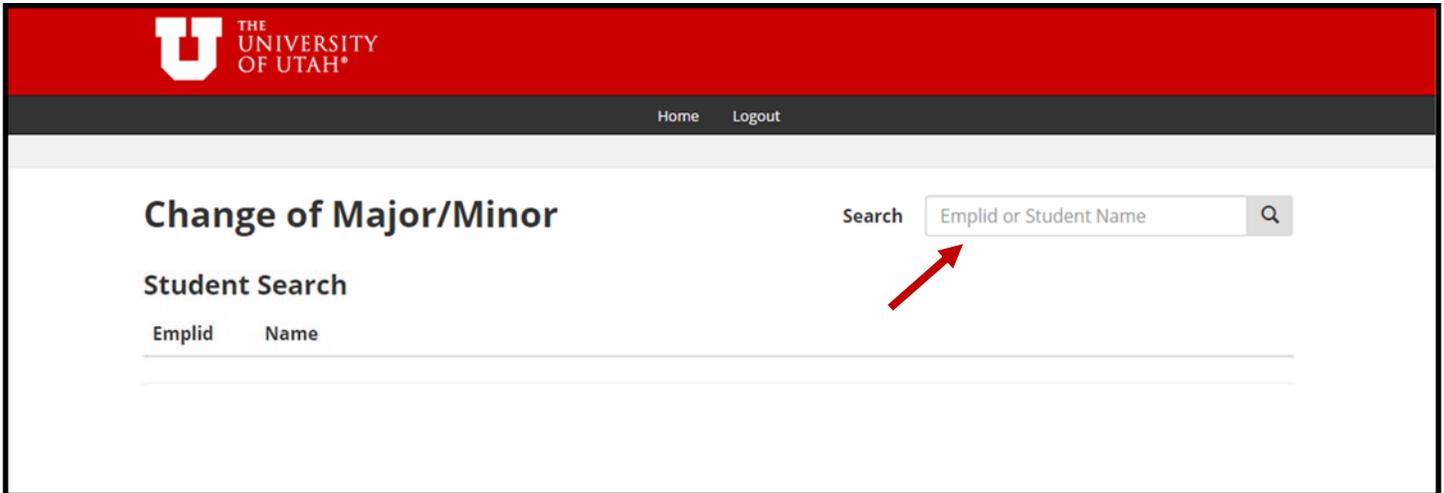
4. **Save Major Change:** Review the information looks correct and click the “SAVE CHANGES” button. You will be taken back to the home page and see a message indicating a successful change has occurred.

The screenshot shows the "Change of Major/Minor" page with a red header for "OF UTAH*". It includes "Home" and "Logout" links. The page title is "Change of Major/Minor" and it shows "Name: Last Name, First", "Emplid: 00000000", and "Honors: No". A section titled "Save Major Change" contains a text box with "Update Film and Media Arts BA to Economics BA" and "Catalog Year: 2013 - 2014". At the bottom, there are "SAVE CHANGES" and "CANCEL" buttons, with a red arrow pointing to "SAVE CHANGES".

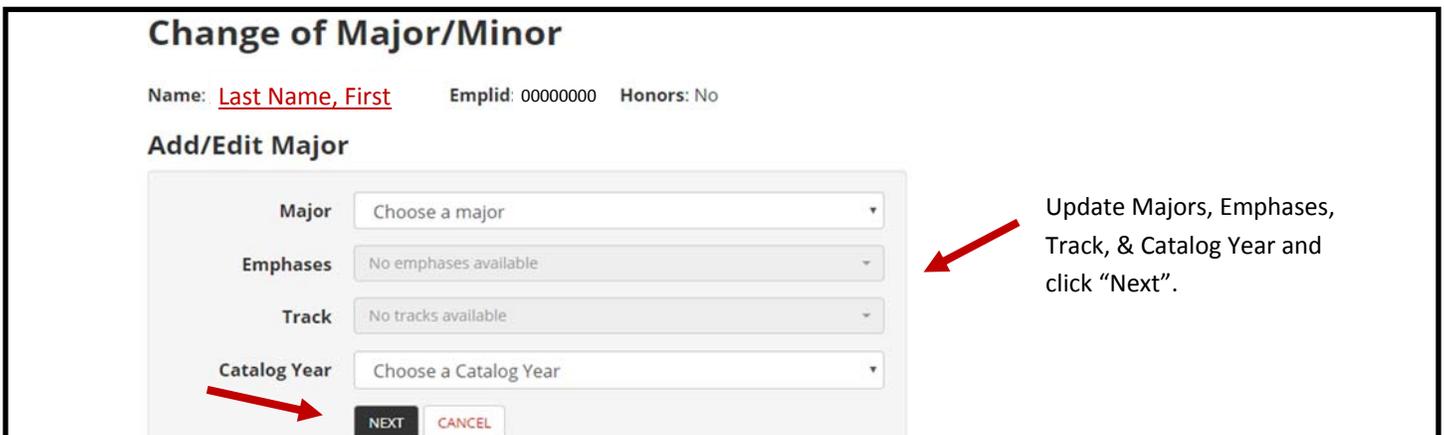
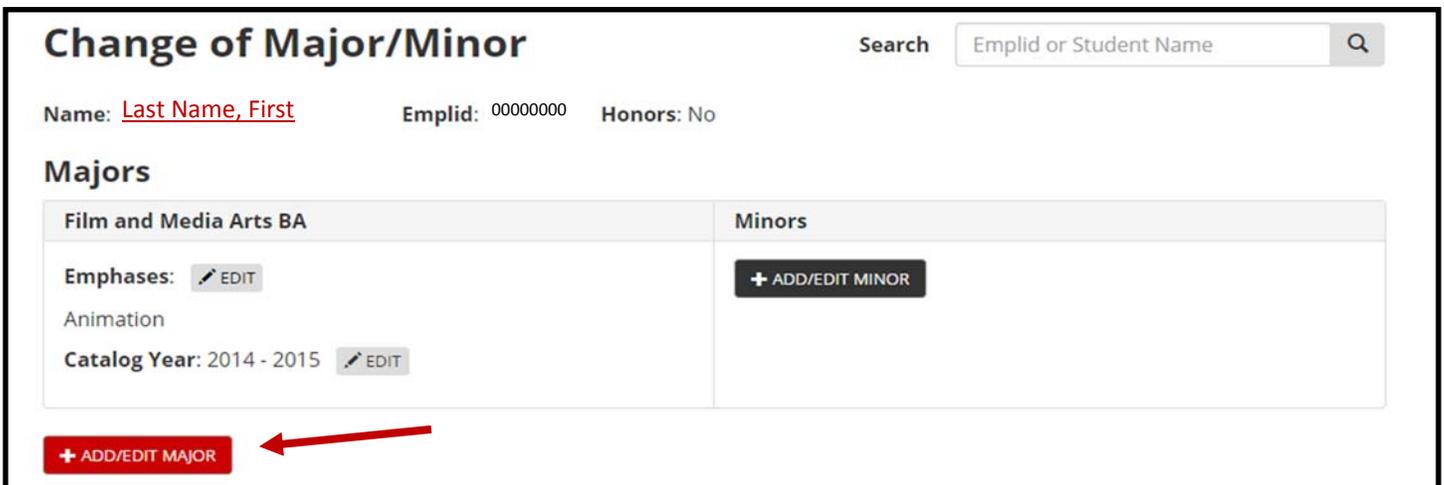
The screenshot shows the "Change of Major/Minor" page with a search bar for "Emplid or Student Name". A green success message is displayed: "Success: Film and Media Arts BA updated to Economics BA". Below this, it shows "Name: Last Name, First Name", "Emplid: 00000000", and "Honors: No". A section titled "Majors" is highlighted with a red box and contains "Economics BA", "Emphases: EDIT", "None", and "Catalog Year: 2013 - 2014 EDIT". A "Minors" section has a "+ ADD/EDIT MINOR" button. At the bottom, there is a "+ ADD/EDIT MAJOR" button. A red arrow points to the success message.

Add Additional Major

1. **Student Search:** Enter the student's ID number or name in the top right search bar. Click the  icon or press enter to find the student. A partial name or ID will pull a list of students as well. If using that method, click on the appropriate ID number in red to begin the major change.



2. **Add Major:** Once the student is found, to add an additional major, click on the red "ADD/EDIT MAJOR" button in the bottom left to take you to the edit major page. From the drop down list, choose the major you are wishing to add (only majors you have access to will show up). Then if needed add emphases and/or tracks. Choose a catalog year for the major and click the "NEXT" button.



3. **Confirm Additional Major Change:** To add an additional major click the “NO, ADD ADDITIONAL” button.

Change of Major/Minor

Name: Last Name, First Emplid: 00000000 Honors: No

Confirm Major Change

Film and Media Arts BA will be updated to Design BS is this correct?

YES, CHANGE NO, ADD ADDITIONAL CANCEL

4. **Save Major Change:** Review the information looks correct and click the “SAVE CHANGES” button. You will be taken back to the home page and see a message indicating a successful change has occurred.

Change of Major/Minor

Name Last Name, First Emplid: 00000000 Honors: No

Save Major Change

Adding Design BS

Tracks:
Direct Admit
Catalog Year: 2014 - 2015

SAVE CHANGES CANCEL

Change of Major/Minor Search Emplid or Student Name

Success: Design BS added.

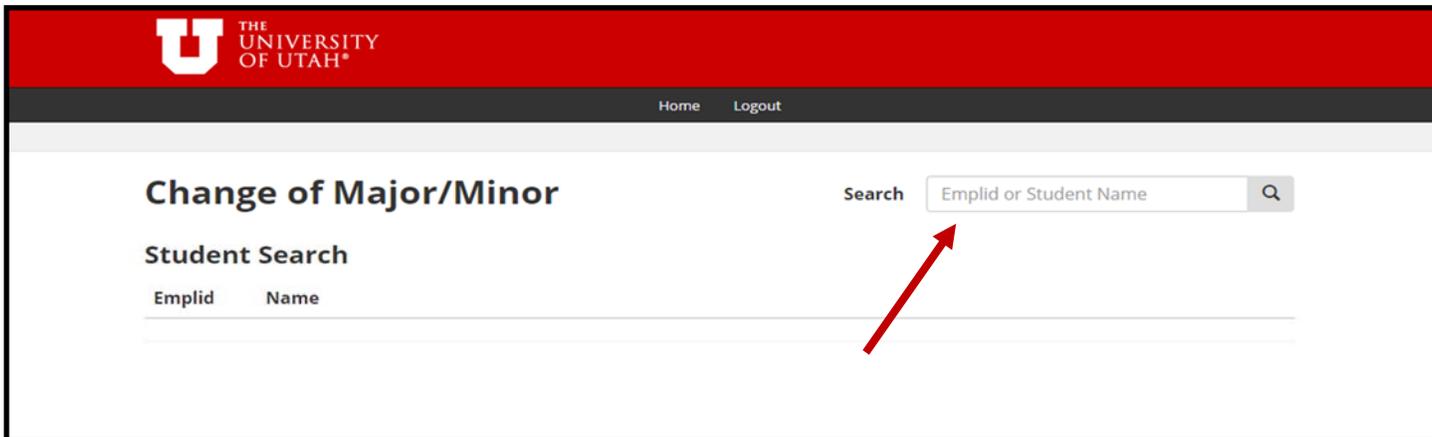
Name: Last Name, First Emplid 00000000 Honors: No

Majors

Film and Media Arts BA	Minors
Emphases: <input type="button" value="EDIT"/> None Catalog Year: 2015 - 2016 <input type="button" value="EDIT"/>	<input type="button" value="+ ADD/EDIT MINOR"/>
Design BS Tracks: <input type="button" value="EDIT"/> Direct Admit Catalog Year: 2014 - 2015 <input type="button" value="EDIT"/>	<input type="button" value="+ ADD/EDIT MINOR"/>

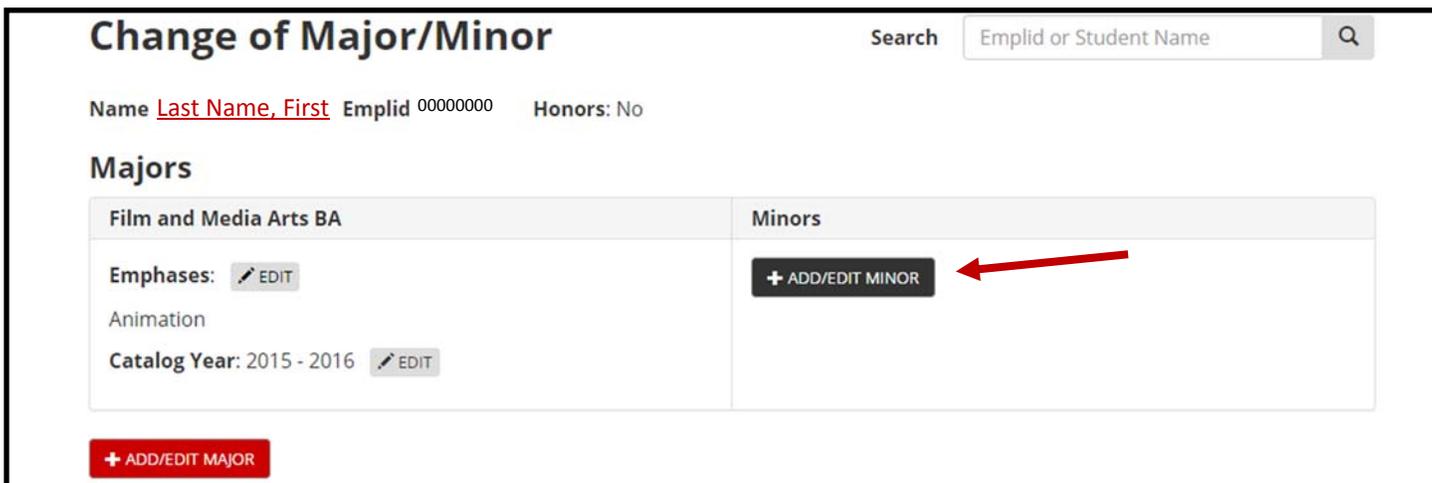
Add Minor

1. **Student Search:** Enter the student's ID number or name in the top right search bar. Click the  icon or press enter to find the student. A partial name or ID will pull a list of students as well. If using that method, click on the appropriate ID number in red.

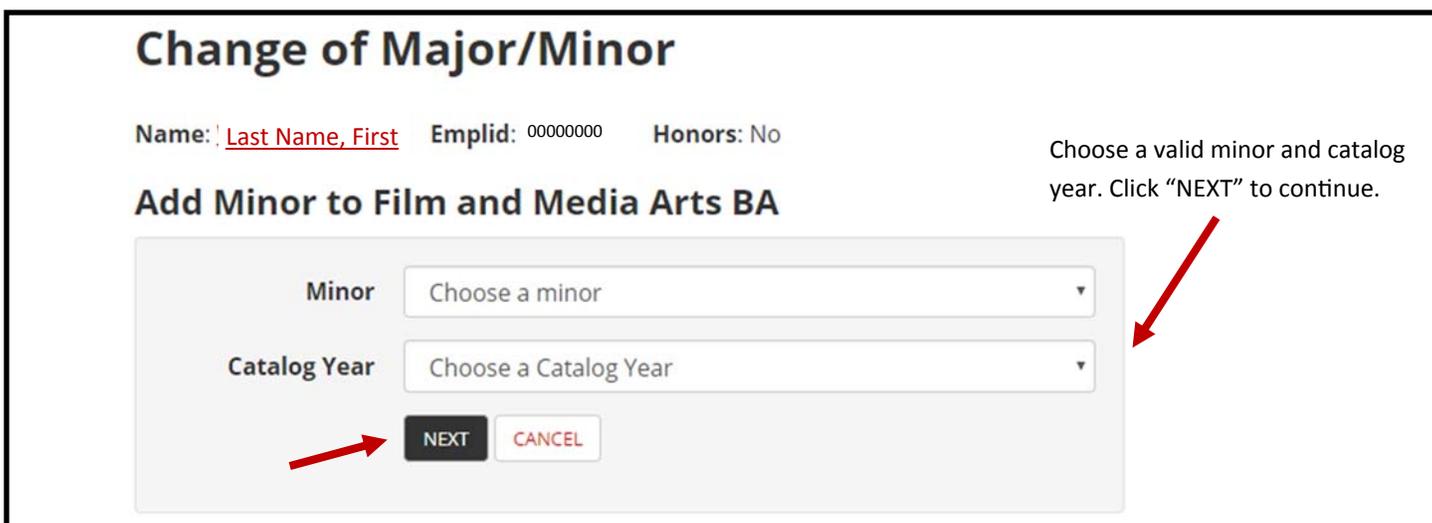


The screenshot shows the top of the 'Change of Major/Minor' page. At the top left is the University of Utah logo. Below it are 'Home' and 'Logout' links. The main heading is 'Change of Major/Minor'. To the right is a search bar with the placeholder text 'Emplid or Student Name' and a search icon. Below the search bar is a table titled 'Student Search' with columns for 'Emplid' and 'Name'. A red arrow points from the search bar down to the table.

2. **Add Minor:** Once the student has been identified, to add a minor to their record, click on the “ADD/EDIT MINOR” button next to the appropriate major you are wishing to attach the minor. On the next page, choose the minor and correct catalog year from the drop down list and click “NEXT”.



The screenshot shows the 'Change of Major/Minor' page with a student identified. The student's name is 'Last Name, First', Emplid is '00000000', and Honors is 'No'. Under the 'Majors' section, there is a card for 'Film and Media Arts BA' with 'Emphases: Animation' and 'Catalog Year: 2015 - 2016'. To the right of this card is a 'Minors' section with a '+ ADD/EDIT MINOR' button. A red arrow points to this button. At the bottom left of the page is a '+ ADD/EDIT MAJOR' button.



The screenshot shows the 'Change of Major/Minor' page with the student identified. The student's name is 'Last Name, First', Emplid is '00000000', and Honors is 'No'. The main heading is 'Add Minor to Film and Media Arts BA'. Below this heading is a form with two dropdown menus: 'Minor' (with the placeholder text 'Choose a minor') and 'Catalog Year' (with the placeholder text 'Choose a Catalog Year'). Below the dropdown menus are two buttons: 'NEXT' and 'CANCEL'. A red arrow points to the 'NEXT' button. To the right of the form, there is text that says 'Choose a valid minor and catalog year. Click “NEXT” to continue.'

3. **Confirm Minor Changes:** Click the “YES, ADD NEW MINOR” button in order to add a minor on the student’s record. (**Note:** if a student already has a minor you will be given the option of either changing the existing one or adding an additional minor).

Confirm Minor Change

Minor Book Arts will be added as a new minor, is this correct?

YES, ADD NEW MINOR CANCEL



4. **Review Minor Changes:** Review the information looks correct and click the “SAVE CHANGES” button. You will be taken back to the home page and see a message indicating a successful change has occurred.

Change of Major

Name: Last Name, First Emplid: 00000000 Honors: No

Add Minor Summary

Minor Book Arts
Add to Major: Film and Media Arts BA
Minor Catalog Year: 2014-2015

SAVE CHANGES CANCEL



Change of Major/Minor

Search

Success: Added Minor Book Arts (2014–2015) to Film and Media Arts BA

Name Last Name, First Emplid: 00000000 Honors: No

Majors

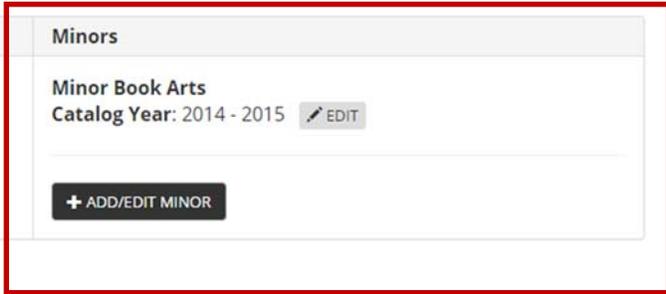
Film and Media Arts BA
Emphases: <input type="button" value="EDIT"/>
Animation
Catalog Year: 2015 - 2016 <input type="button" value="EDIT"/>

+ ADD/EDIT MAJOR

Minors

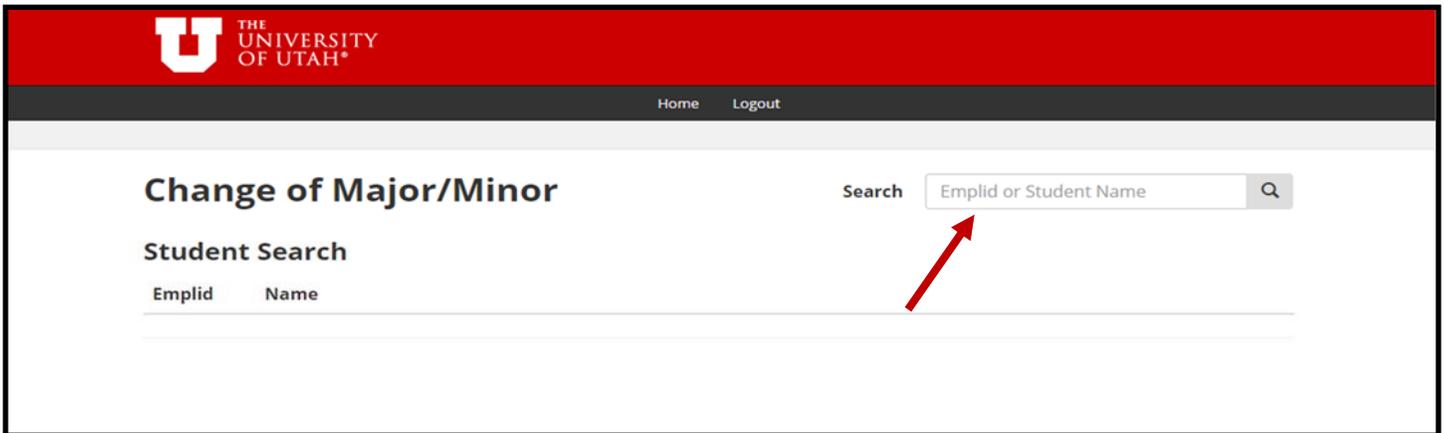
Minor Book Arts
Catalog Year: 2014 - 2015 <input type="button" value="EDIT"/>

+ ADD/EDIT MINOR



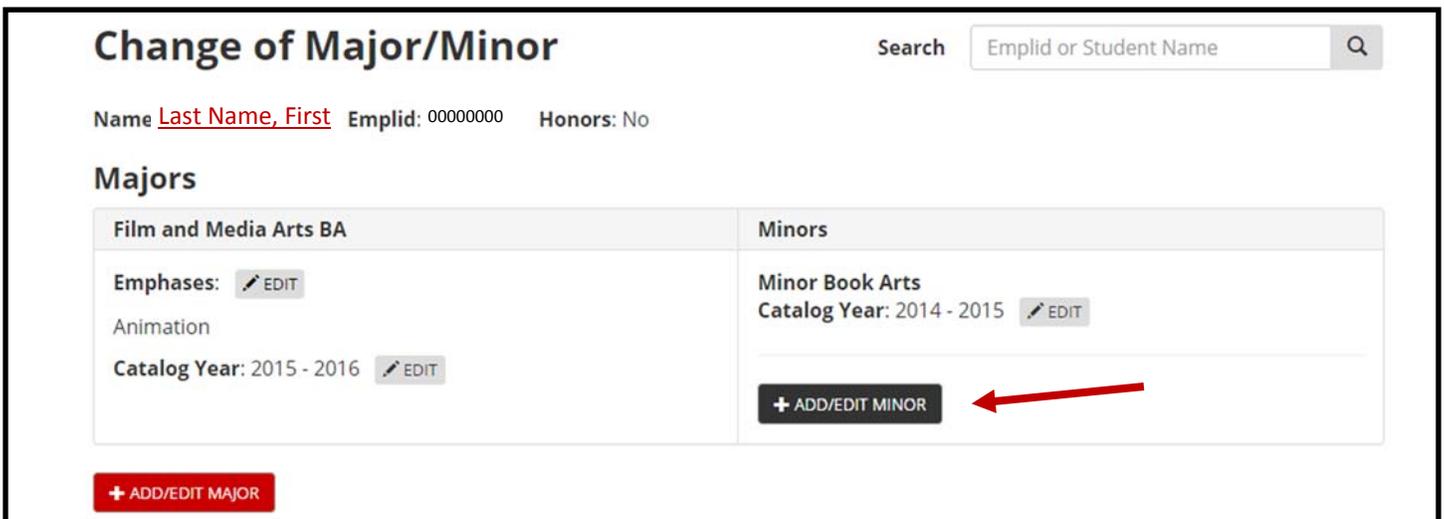
Change/Add Additional Minor

1. **Student Search:** Enter the student's ID number or name in the top right search bar. Click the  icon or press enter to find the student. A partial name or ID will pull a list of students as well. If using that method, click on the appropriate ID number in red.

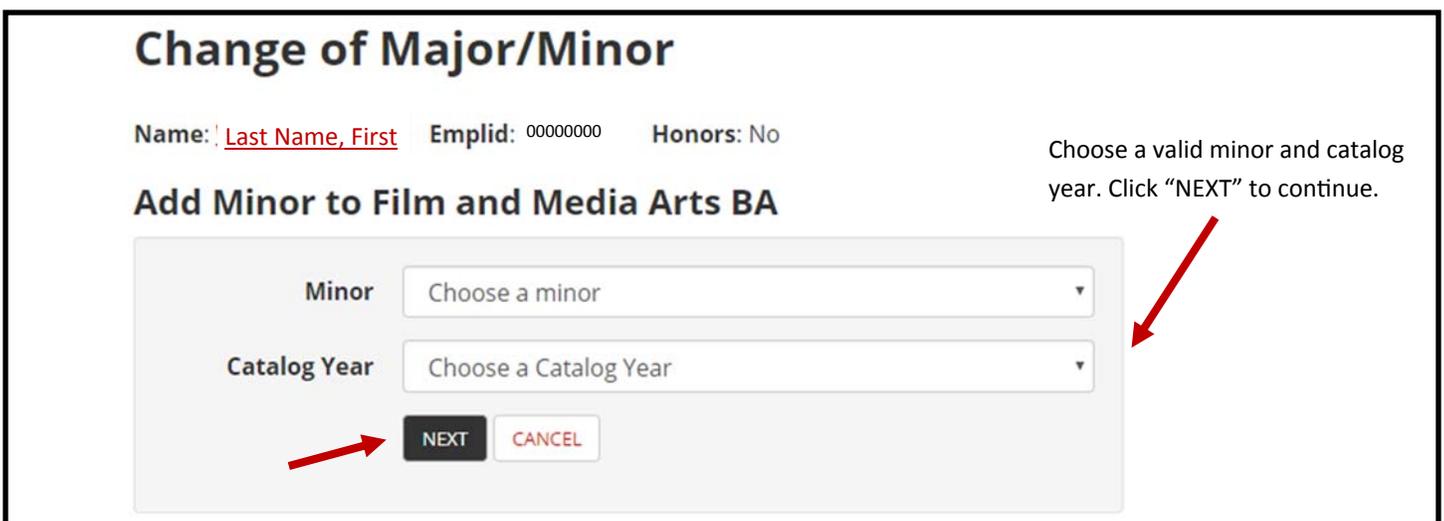


The screenshot shows the top of the 'Change of Major/Minor' page. At the top left is the University of Utah logo. Below it are 'Home' and 'Logout' links. The main heading is 'Change of Major/Minor'. To the right is a search bar with the placeholder text 'Emplid or Student Name' and a search icon. Below the search bar is a table with columns 'Emplid' and 'Name'. A red arrow points from the search bar down to the table area.

2. **Change/Add Additional Minor:** Once the student is found hit the "ADD/EDIT MINOR" button. Choose a new minor or an additional minor you wish to place on the student's record. Choose the catalog year and hit "NEXT".



The screenshot shows the student's record page. At the top is the heading 'Change of Major/Minor' and a search bar. Below the search bar, the student's name is displayed as 'Name Last Name, First Emplid: 00000000 Honors: No'. Under the heading 'Majors', there is a table with two columns: 'Majors' and 'Minors'. The 'Majors' column shows 'Film and Media Arts BA' with 'Emphases: Animation' and 'Catalog Year: 2015 - 2016'. The 'Minors' column shows 'Minor Book Arts' with 'Catalog Year: 2014 - 2015'. Below the 'Minors' section is a button labeled '+ ADD/EDIT MINOR'. A red arrow points to this button. At the bottom left, there is a button labeled '+ ADD/EDIT MAJOR'.



The screenshot shows the 'Add Minor to Film and Media Arts BA' form. At the top is the heading 'Change of Major/Minor'. Below it, the student's name is displayed as 'Name: Last Name, First Emplid: 00000000 Honors: No'. The main heading is 'Add Minor to Film and Media Arts BA'. Below this heading is a form with two dropdown menus: 'Minor' (with the placeholder text 'Choose a minor') and 'Catalog Year' (with the placeholder text 'Choose a Catalog Year'). Below the dropdown menus are two buttons: 'NEXT' and 'CANCEL'. A red arrow points to the 'NEXT' button. To the right of the form, there is a text instruction: 'Choose a valid minor and catalog year. Click "NEXT" to continue.' Another red arrow points from this text down to the 'NEXT' button.

3. **Confirm Change or Add Additional Minor:** Either click the “YES, CHANGE” button in order to change the existing minor to a new minor, or click “NO, ADD ADDITIONAL” if you are wishing to add an additional minor to the student’s record.

Change of Major/Minor

Name: Last Name, First Emplid: 00000000 Honors: No

Confirm Minor Change

Minor Book Arts will be updated to Minor Aerospace Studies is this correct?

YES, CHANGE **NO, ADD ADDITIONAL** CANCEL

4. **Review and Save:** Review the information looks correct and click the “SAVE CHANGES” button. You will be taken back to the home page and see a message indicating a successful change has occurred.

Change of Major

Name: Last Name, First Emplid: 00000000 Honors: No

Add Minor Summary

Update Minor Book Arts to Minor Aerospace Studies

Add to Major: Film and Media Arts BA
Minor Catalog Year: 2013-2014

SAVE CHANGES CANCEL

Change of Major/Minor

Search

Success: Updated Minor Book Arts to Minor Aerospace Studies (2013-2014) in Film and Media Arts BA

Name: Last Name, First Emplid: 00000000 Honors: No

Majors

Film and Media Arts BA

Emphases:

Animation

Catalog Year: 2015 - 2016

+ ADD/EDIT MAJOR

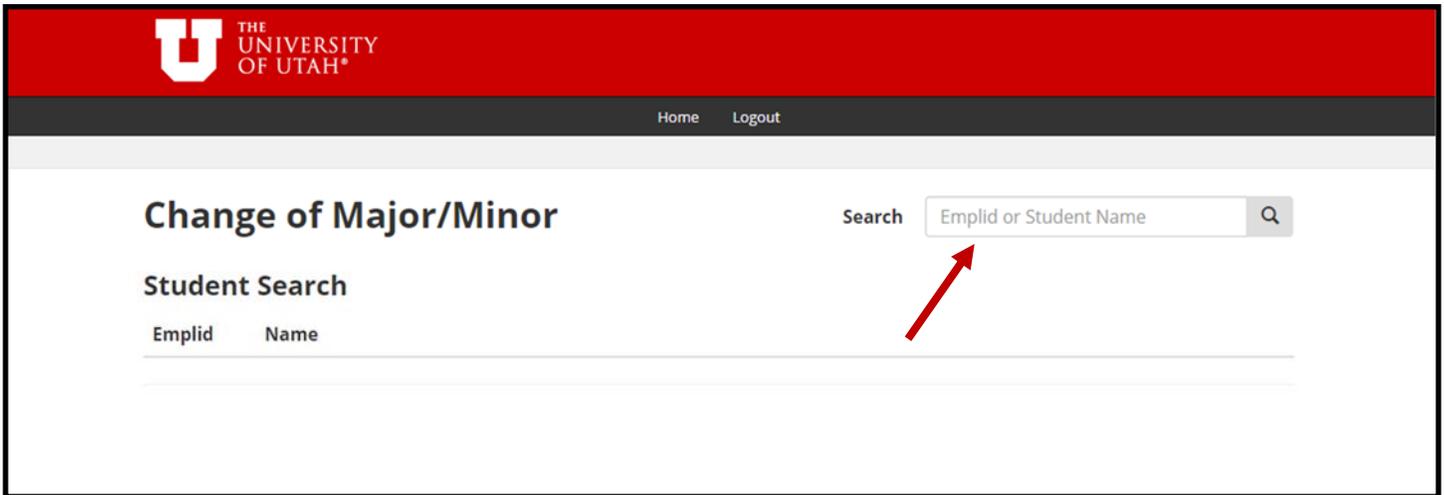
Minors

Minor Aerospace Studies
Catalog Year: 2013 - 2014

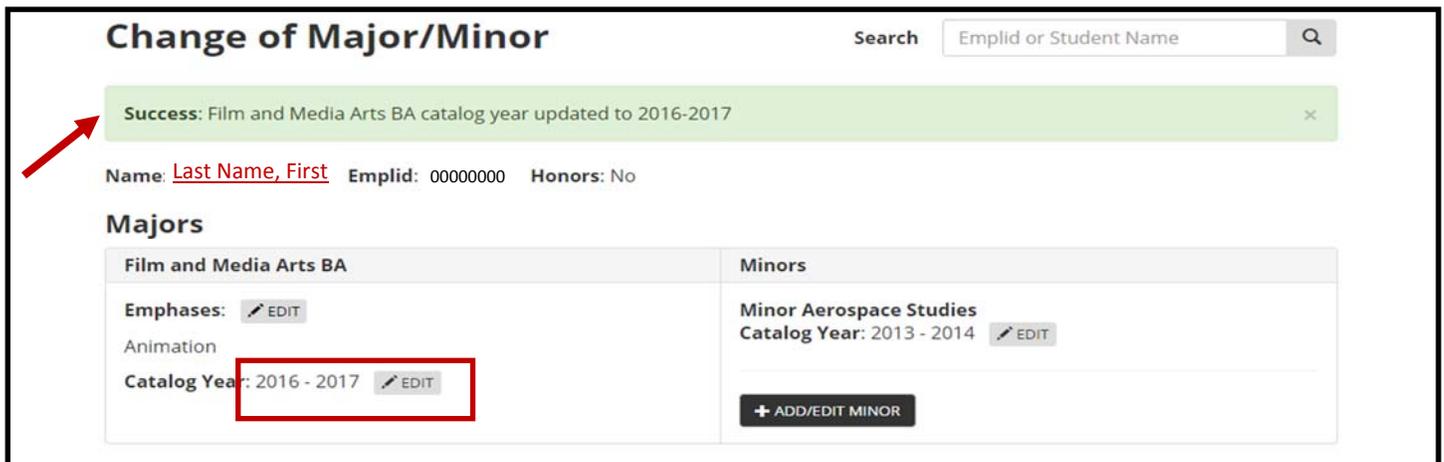
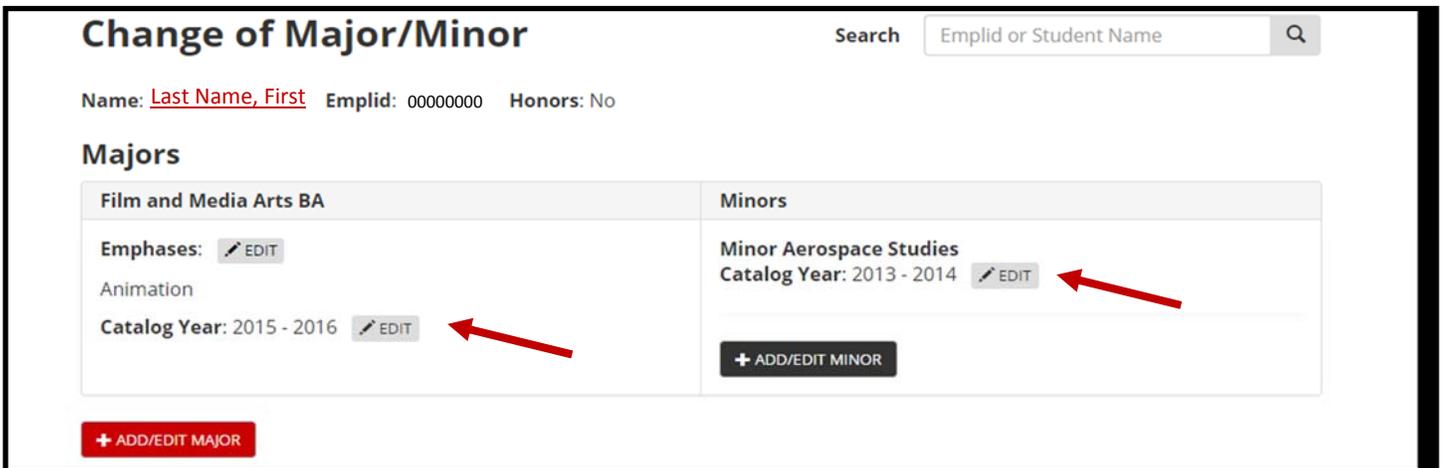
+ ADD/EDIT MINOR

Change Catalog Years

1. **Student Search:** Enter the student's ID number or name in the top right search bar. Click the  icon or press enter to find the student. A partial name or ID will pull a list of students as well. If using that method, click on the appropriate ID number in red.

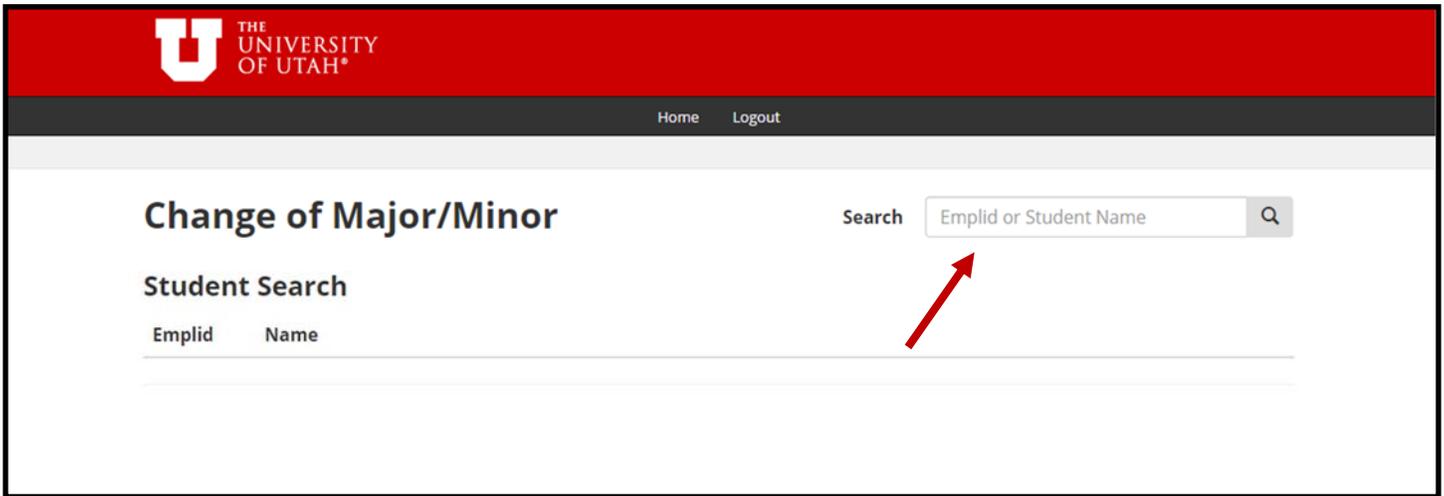


2. **Major or Minor Catalog Year:** Once the student has been found, to update the major or minor catalog year click the "EDIT" button next to the "Catalog Year" for the major or minor. Choose the appropriate catalog year from the drop down menu and click save. You will receive a message that states the catalog year has been successfully changed.

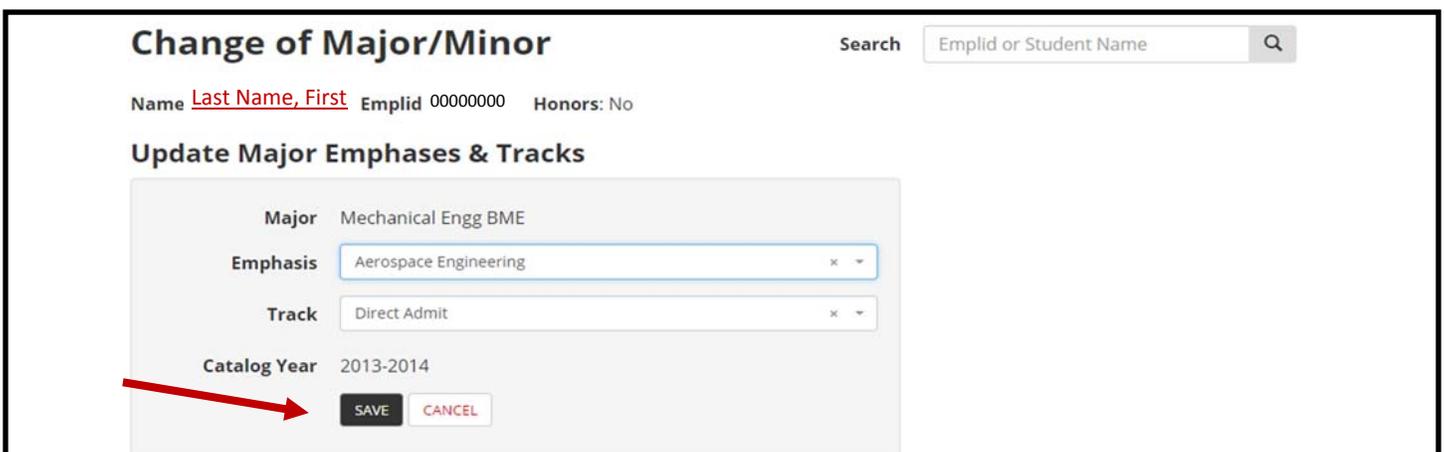
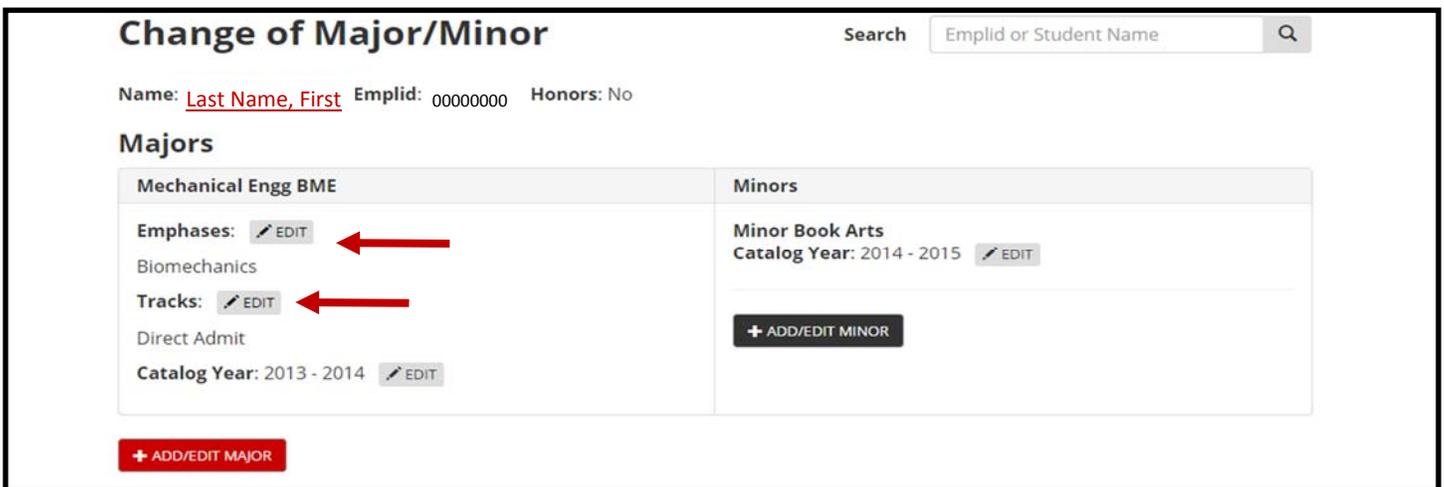


Edit Emphases and Tracks

1. **Student Search:** Enter the student's ID number or name in the top right search bar. Click the  icon or press enter to find the student. A partial name or ID will pull a list of students as well. If using that method, click on the appropriate ID number in red.



2. **Edit Emphases or Tracks:** One student has been located, click the "EDIT" button next to the track, emphasis or emphases. In the drop down list choose a new track, emphasis, or add additional emphases if applicable. Click the "SAVE" button and you will be taken back to the home page and a successful message will appear.



Change of Major/Minor

Search

Success: Mechanical Engg BME updated

Name: Last Name, First Emplid: 00000000 Honors: No

Majors

Mechanical Engg BME	Minors
Emphases: <input type="button" value="EDIT"/> Aerospace Engineering Tracks: <input type="button" value="EDIT"/> Direct Admit Catalog Year: 2013 - 2014 <input type="button" value="EDIT"/>	Minor Book Arts Catalog Year: 2014 - 2015 <input type="button" value="EDIT"/> <input type="button" value="+ ADD/EDIT MINOR"/>