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

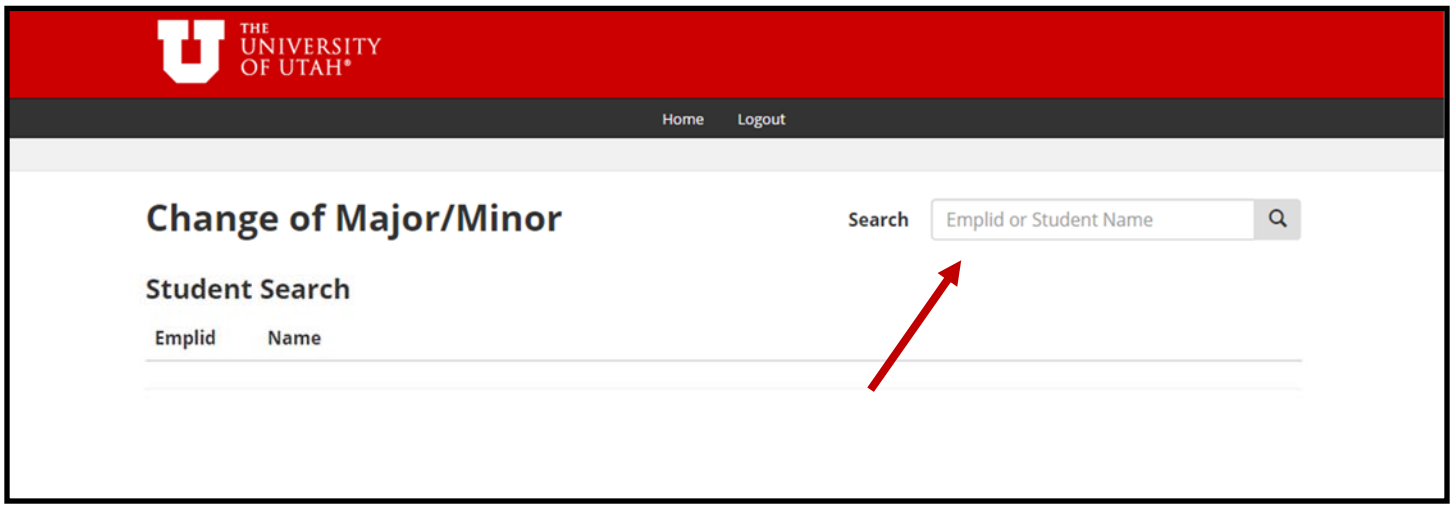
Change/Add Additional Minor.....Pages 8-9

Change Catalog Year.....Page 10

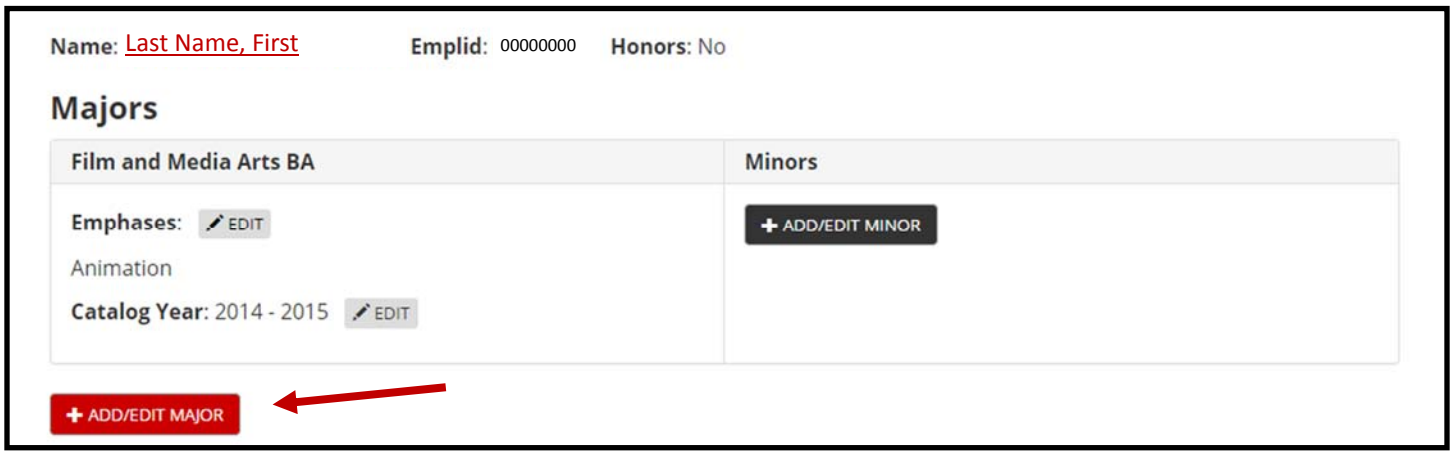
Edit Emphases and Tracks.....Pages 11-12

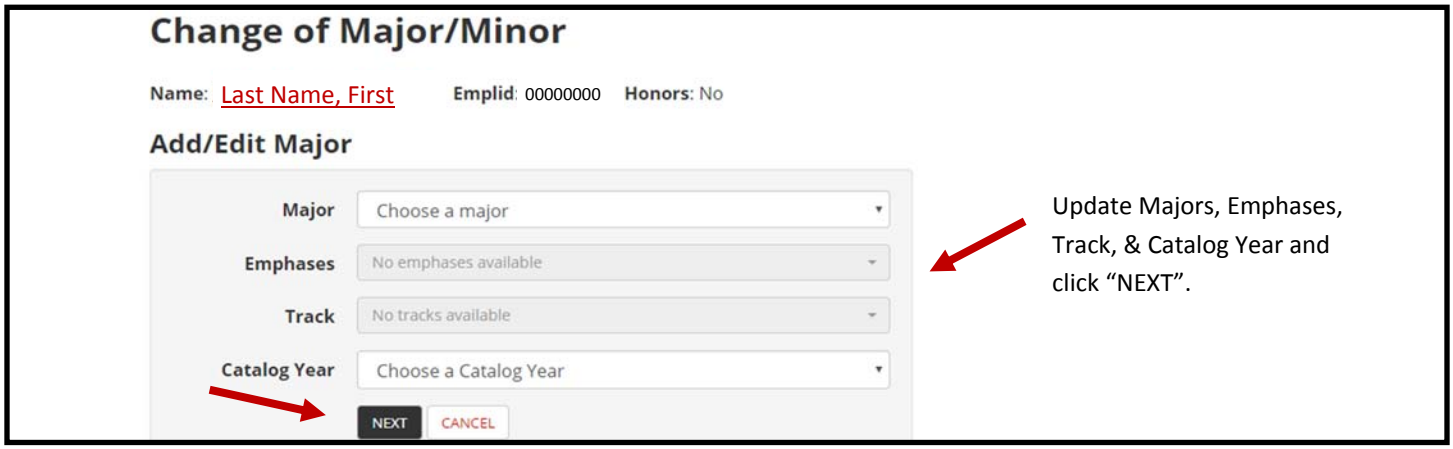
Change Major

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.

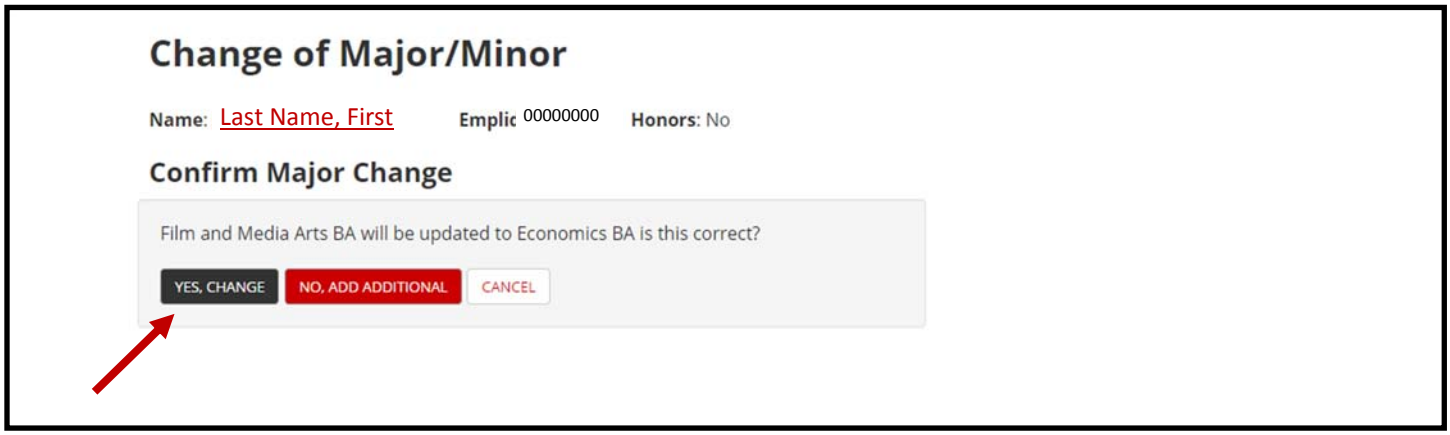


2. **Change Major**: Once the student is found, to update the major, click on the red "ADD/EDIT MAJOR" button in the bottom left to take you to the edit major page. From the drop down list, choose the major you are wishing to change to (only majors you have access to will show up). Then if needed, add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

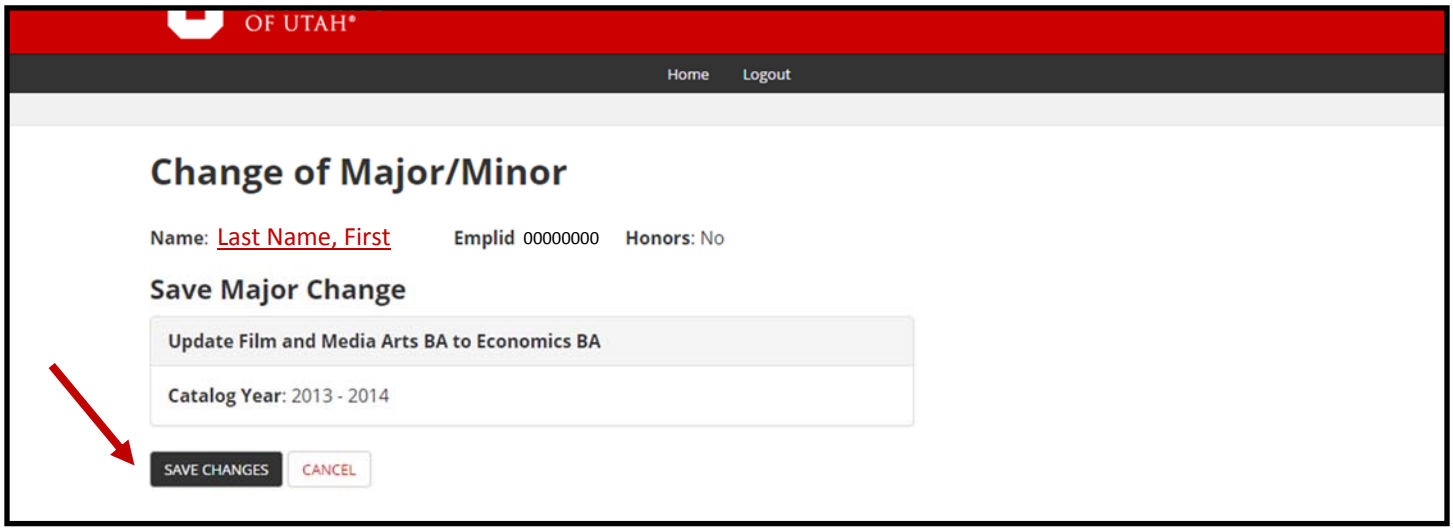


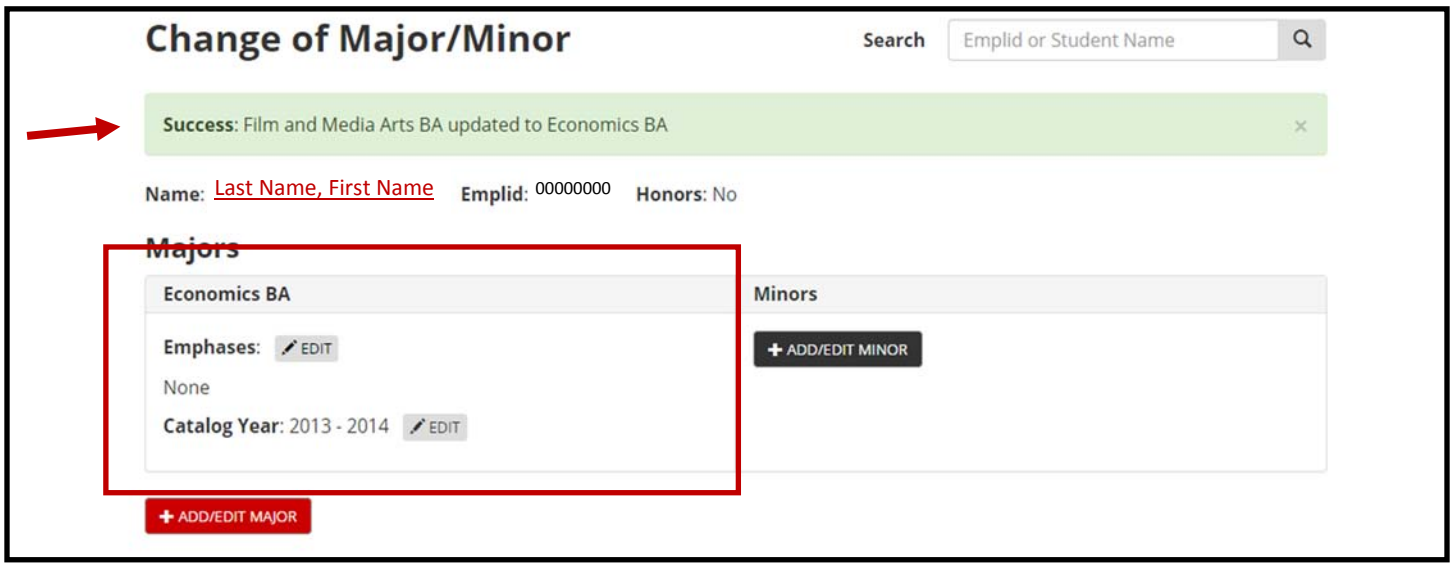


3. **Confirm Major Change**: If changing a major you will be given the option to either change the major or add an additional major. Only click the "NO, ADD ADDITIONAL" button if wanting to add an additional major for a student working towards multiple degrees. Click the "YES CHANGE" button to change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



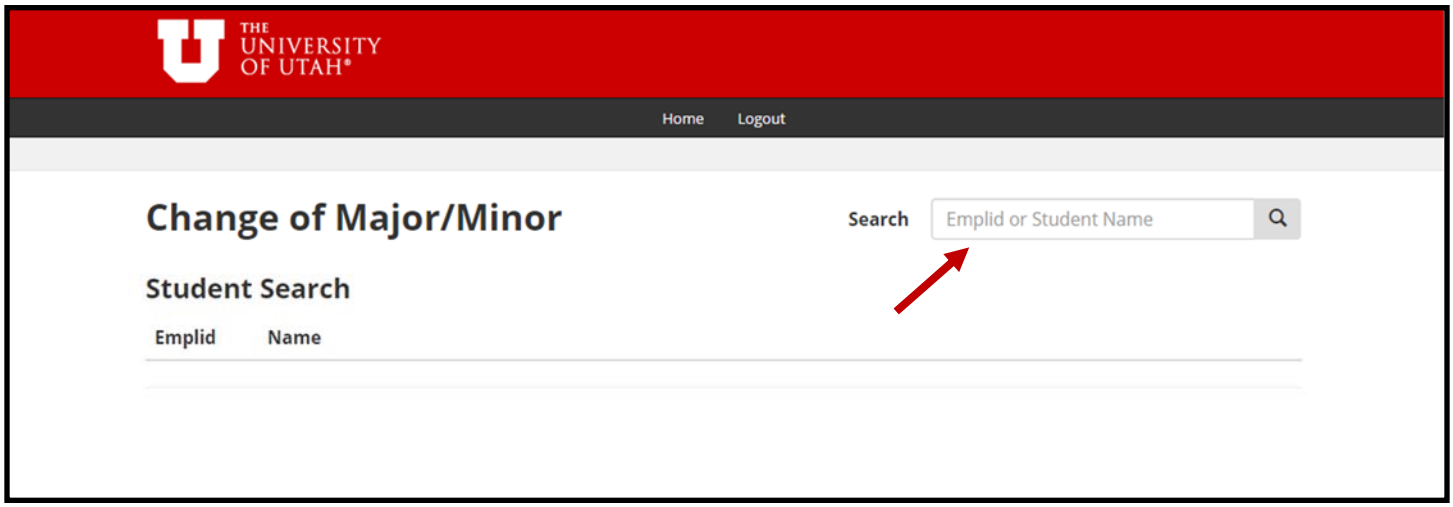
4. **Save Major Change**: Review the information looks correct and click the "SAVE CHANGES" button. You will be taken back to the home page and see a message indicating a successful change has occurred.



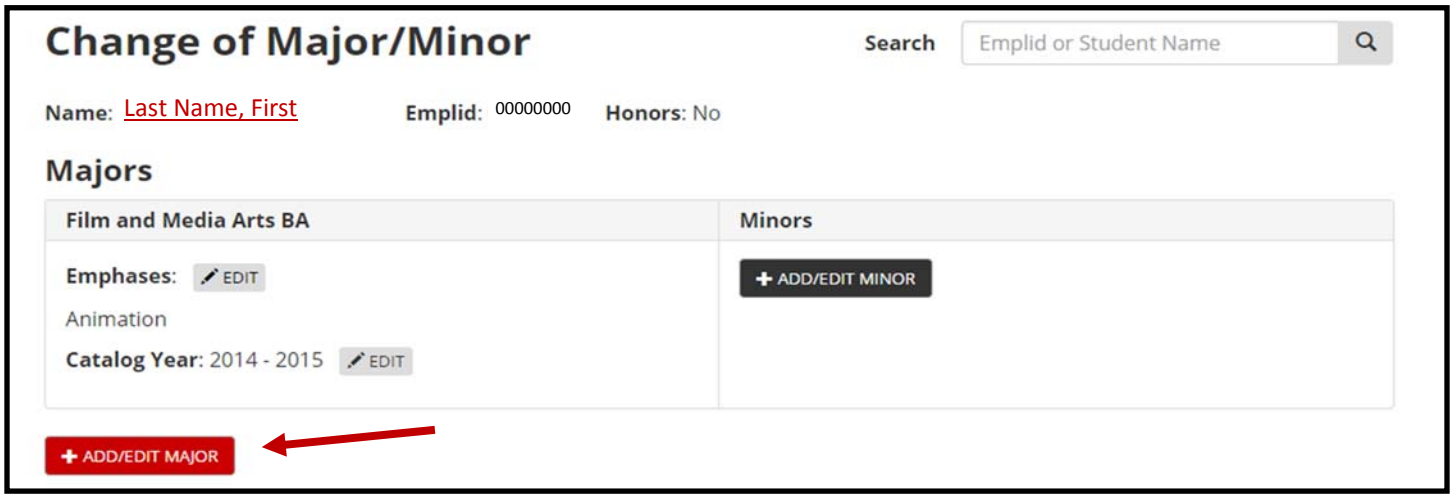


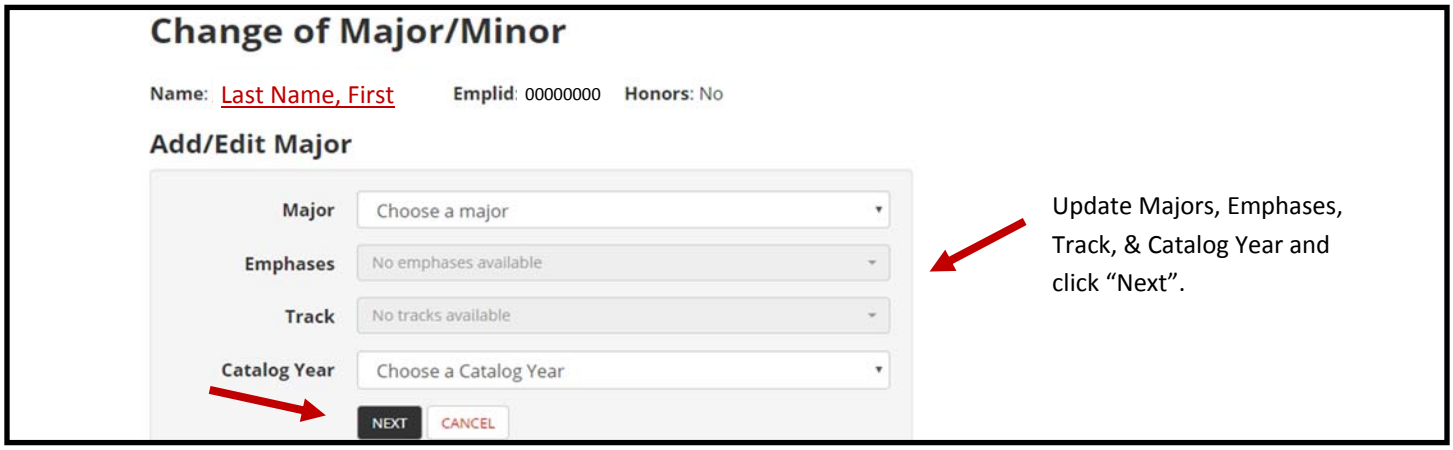
Add Additional Major

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.

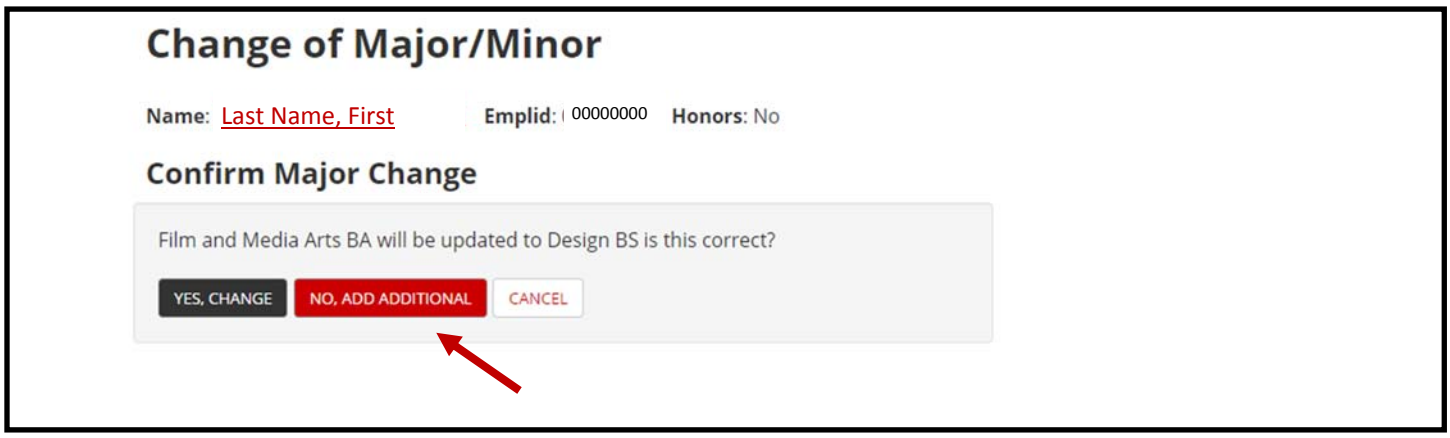


2. **Add Major:** Once the student is found, to add an additional major, click on the red "ADD/EDIT MAJOR" button in the bottom left to take you to the edit major page. From the drop down list, choose the major you are wishing to add (only majors you have access to will show up). Then if needed add emphases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

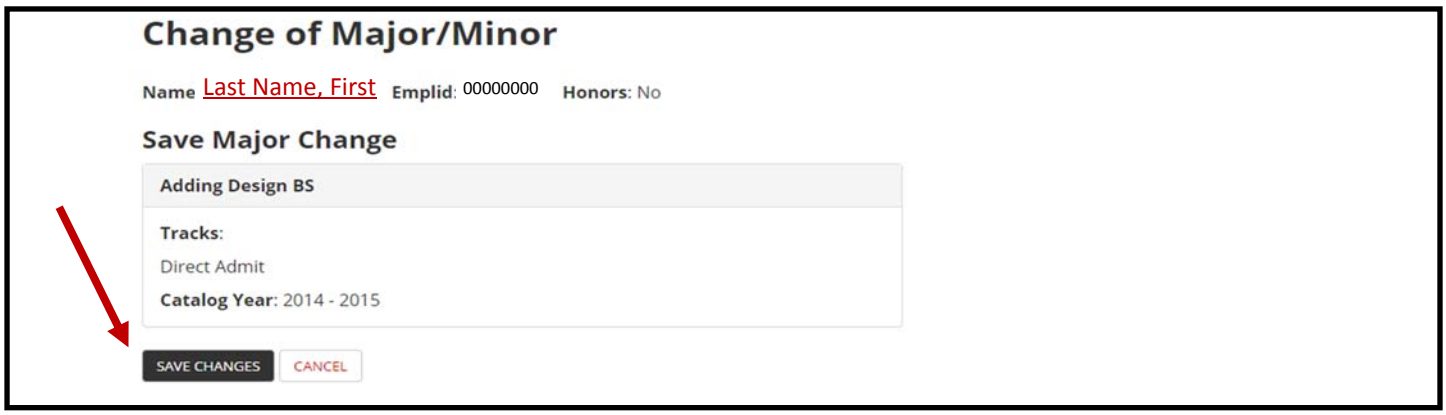


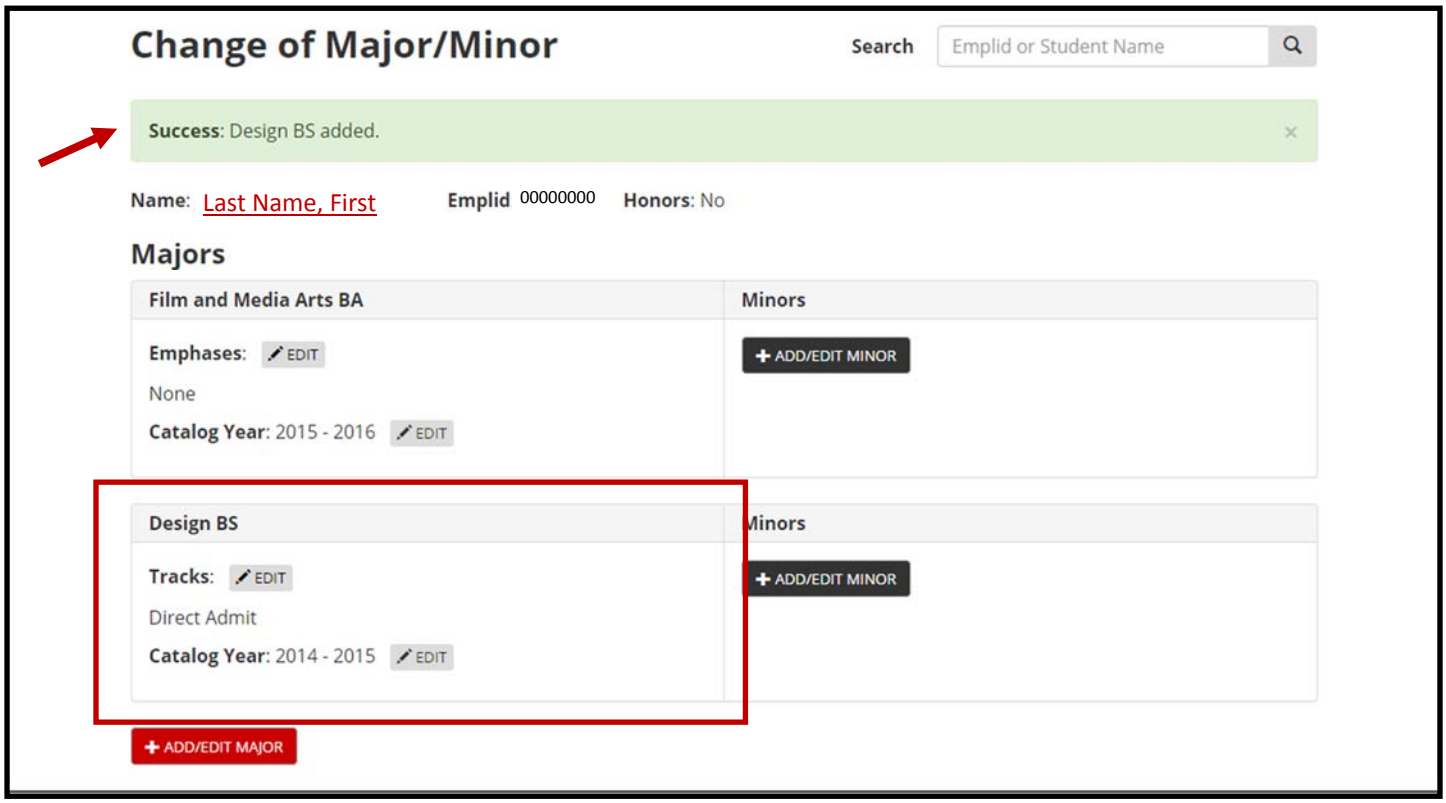


3. **Confirm Additional Major Change:** To add an additional major click the “NO, ADD ADDITIONAL” button.



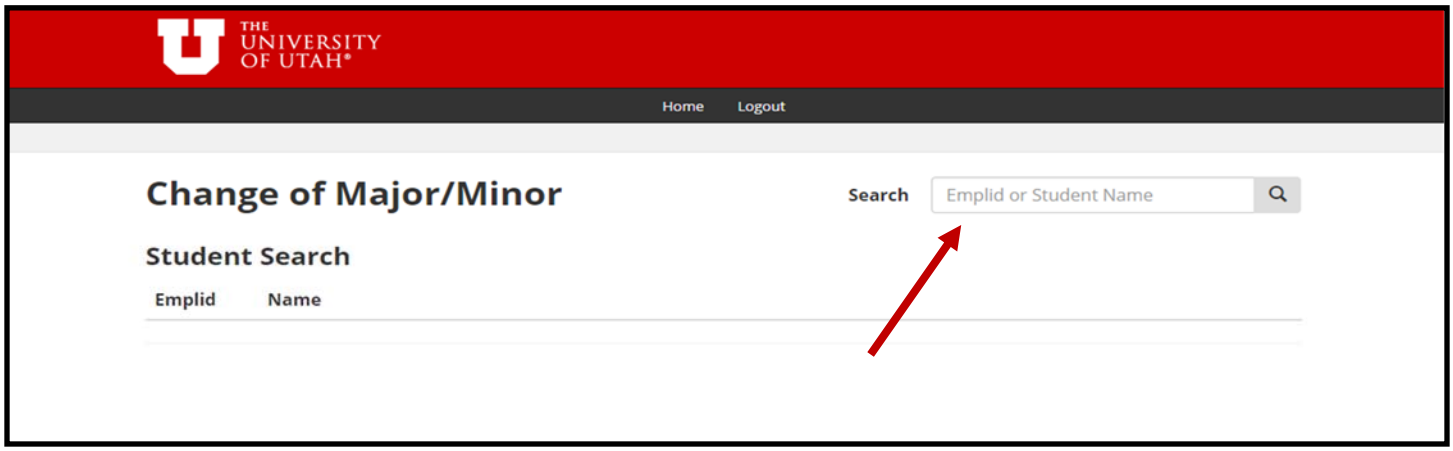
4. **Save Major Change**: Review the information looks correct and click the “SAVE CHANGES” button. You will be taken back to the home page and see a message indicating a successful change has occurred.



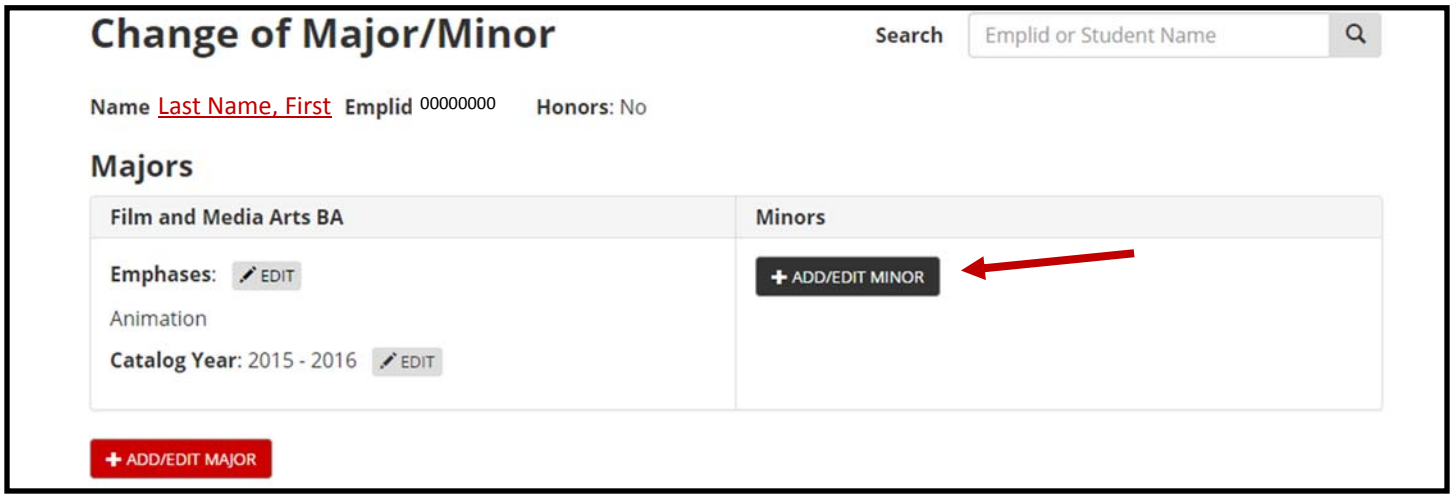


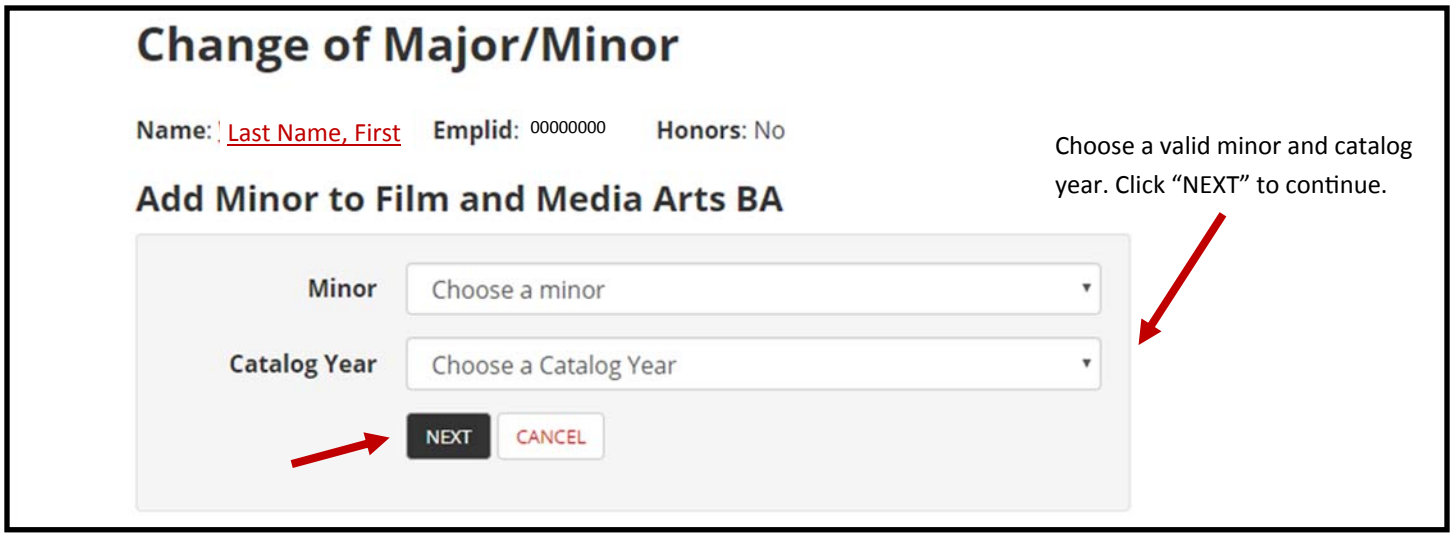
Add Minor

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.



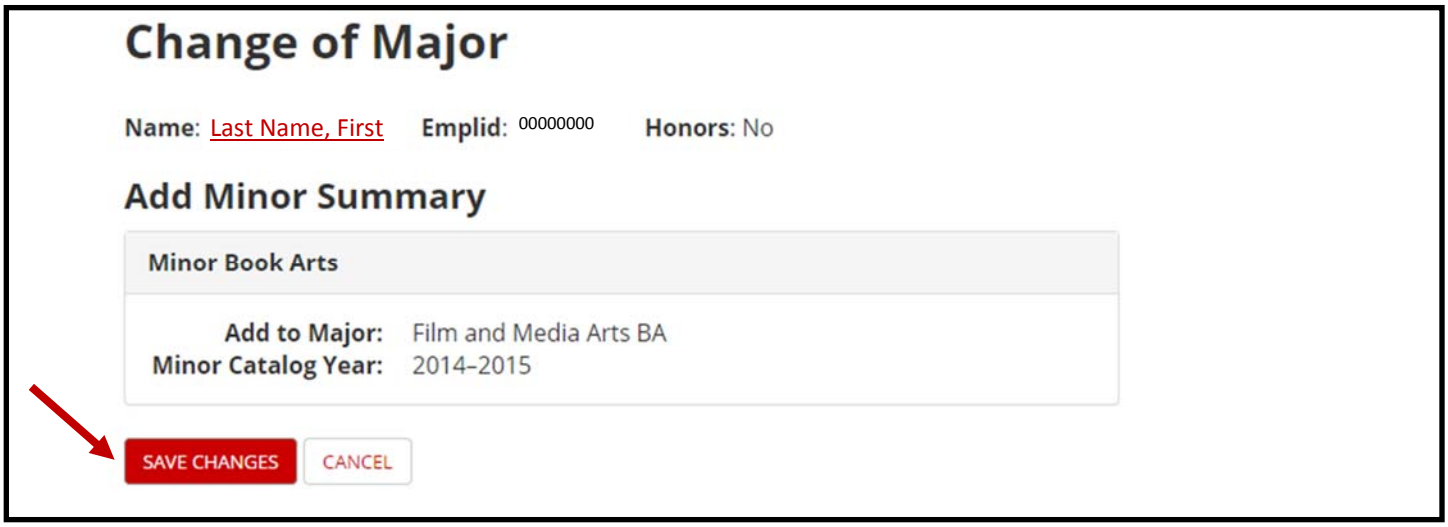
2. **Add Minor**: Once the student has been identified, to add a minor to their record, click on the "ADD/EDIT MINOR" button next to the appropriate major you are wishing to attach the minor. On the next page, choose the minor and correct catalog year from the drop down list and click "NEXT".

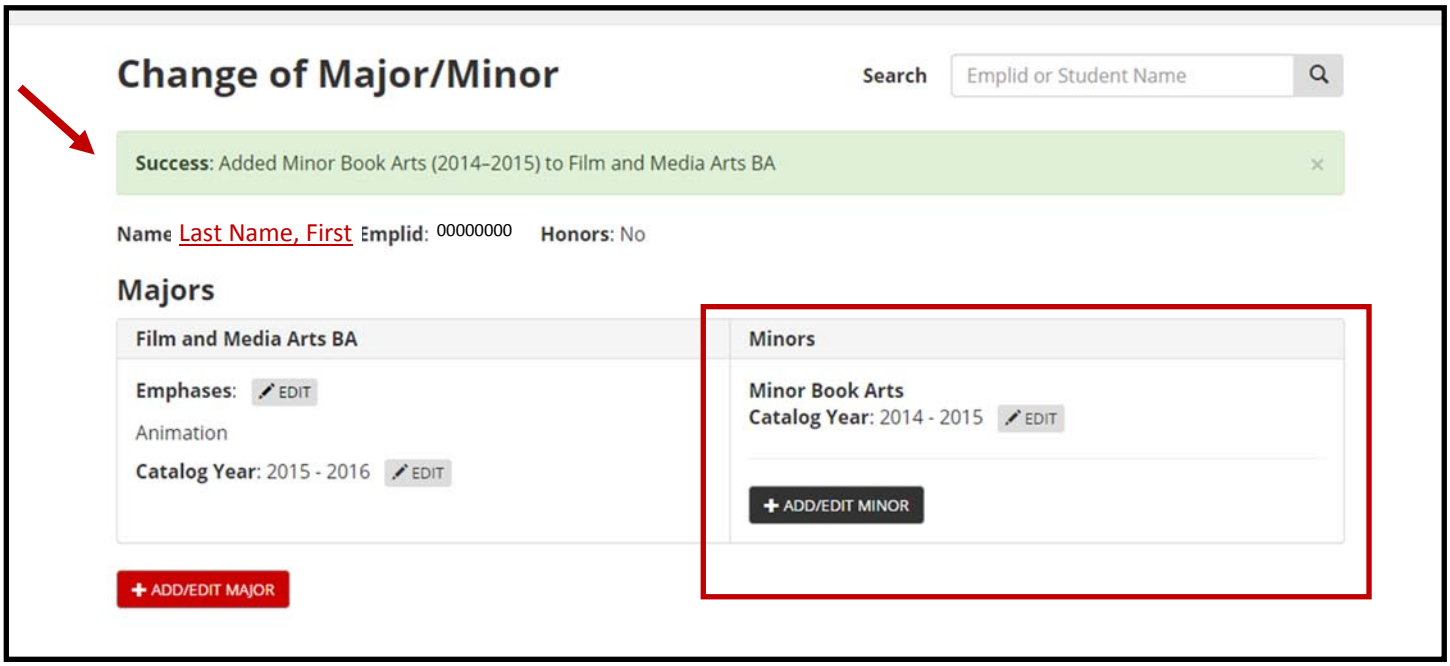




3. **Confirm Minor Changes**: Click the "YES, ADD NEW MINOR" button in order to add a minor on the student's record. (**Note**: if a student already has a minor you will be given the option of either changing the existing one or adding an additional minor).

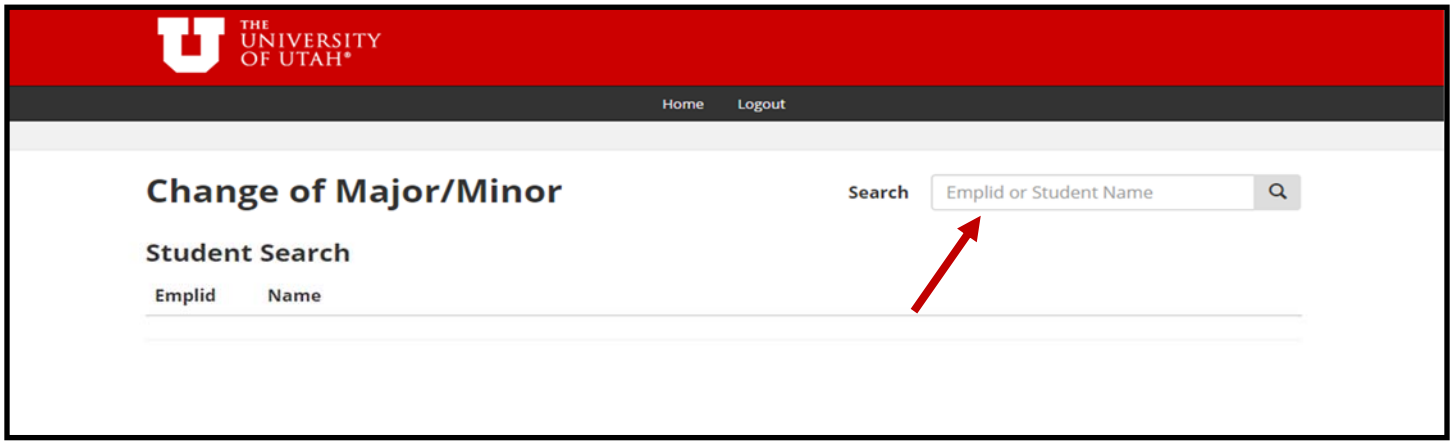
4. **Review Minor Changes**: Review the information looks correct and click the "SAVE CHANGES" button. You will be taken back to the home page and see a message indicating a successful change has occurred.



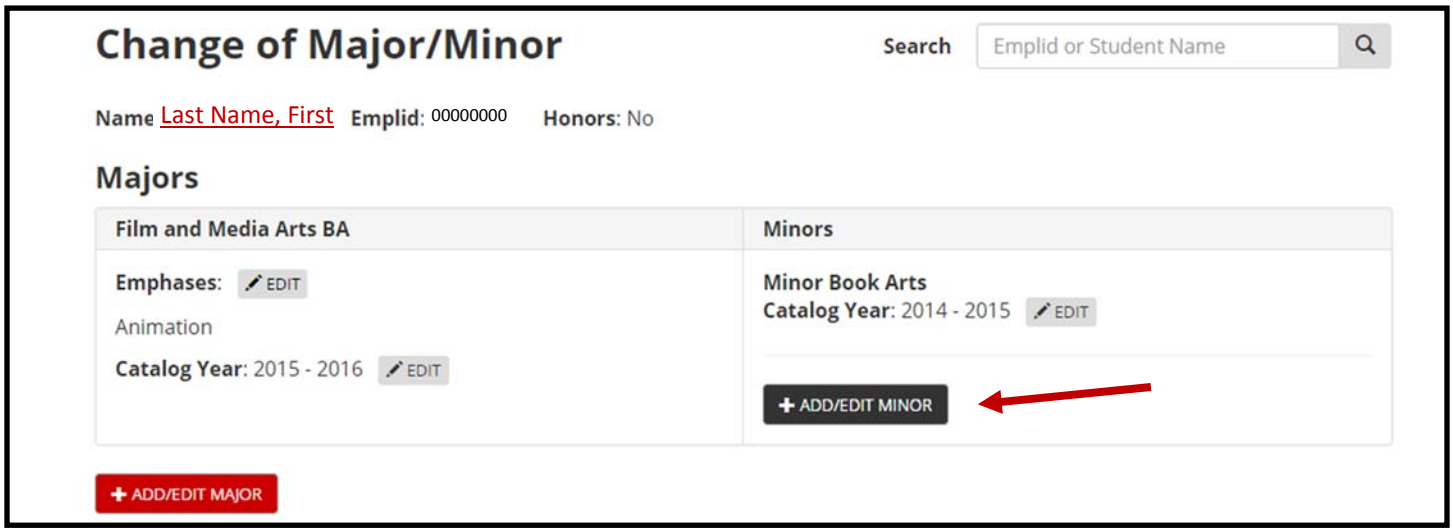


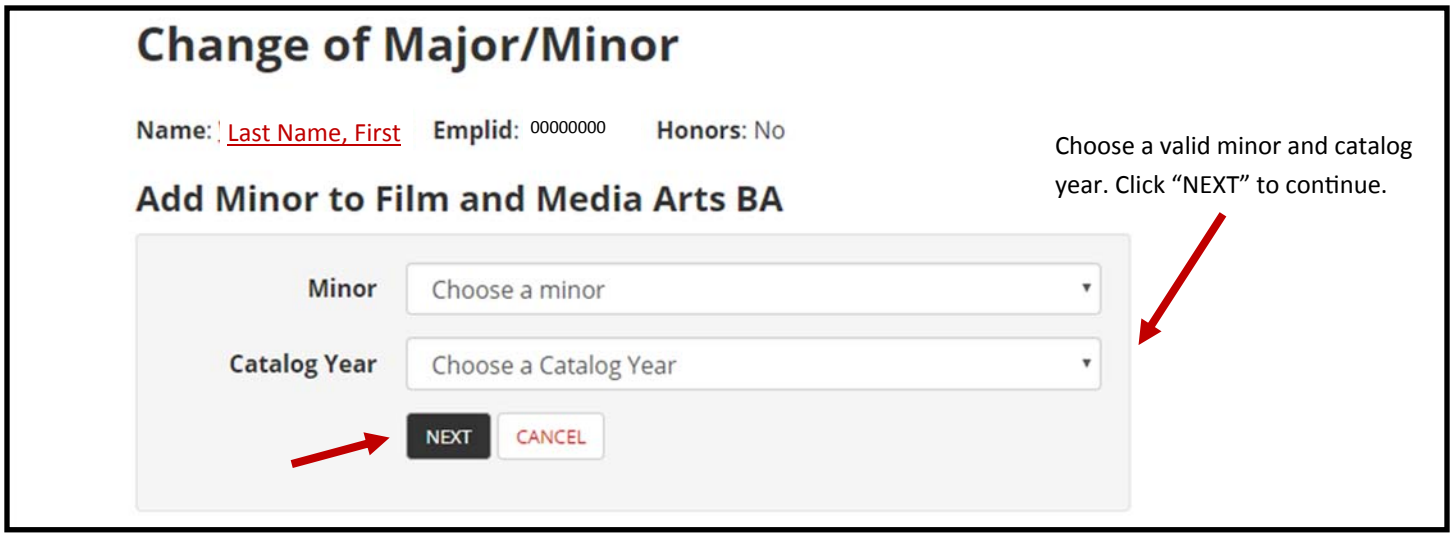
Change/Add Additional Minor

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.

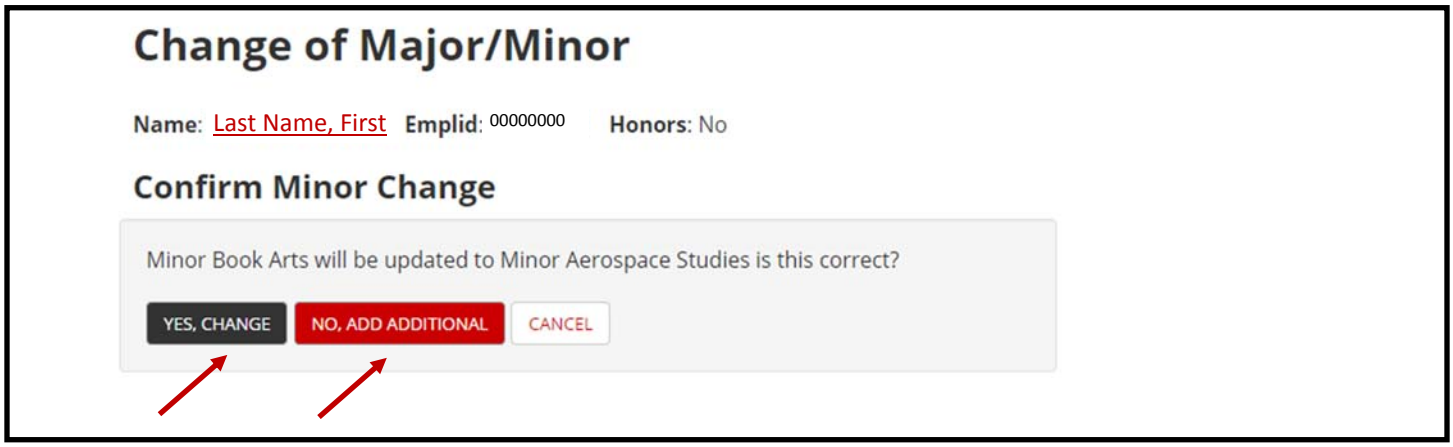


2. **Change/Add Additional Minor**: Once the student is found hit the "ADD/EDIT MINOR" button. Choose a new minor or an additional minor you wish to place on the student's record. Choose the catalog year and hit "NEXT".

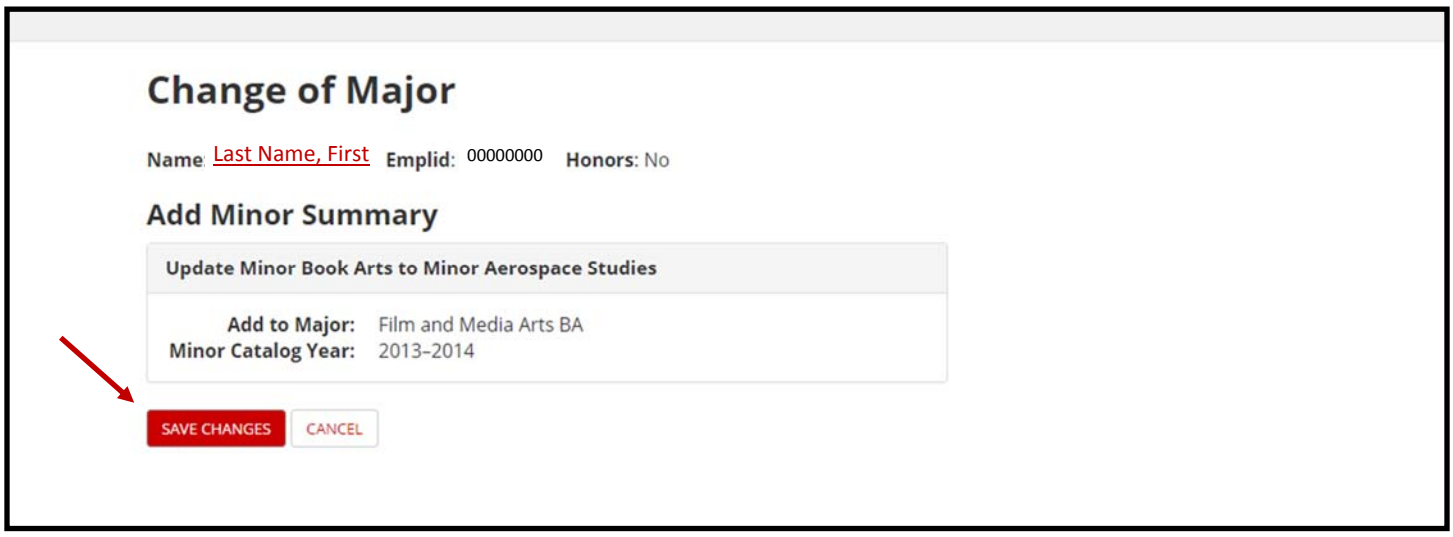


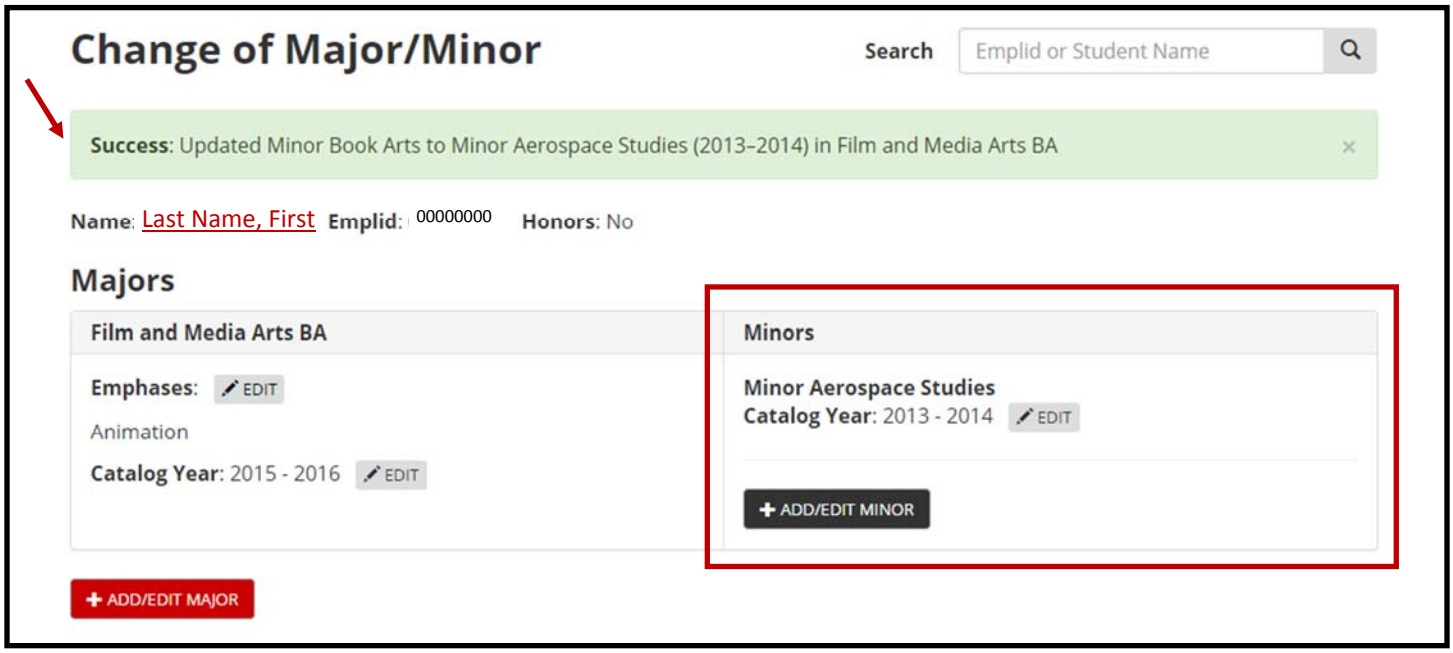


3. **Confirm Change or Add Additional Minor**: Either click the "YES, CHANGE" button in order to change the existing minor to a new minor, or click "NO, ADD ADDITIONAL" if you are wishing to add an additional minor to the student's record.



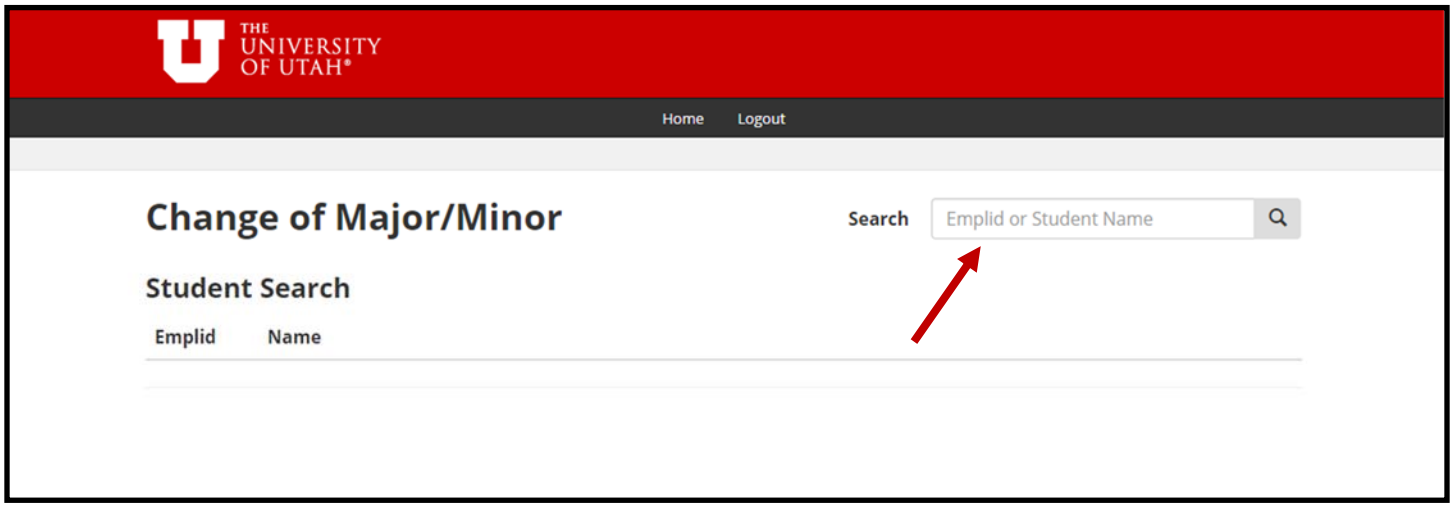
4. **Review and Save**: Review the information looks correct and click the "SAVE CHANGES" button. You will be taken back to the home page and see a message indicating a successful change has occurred.



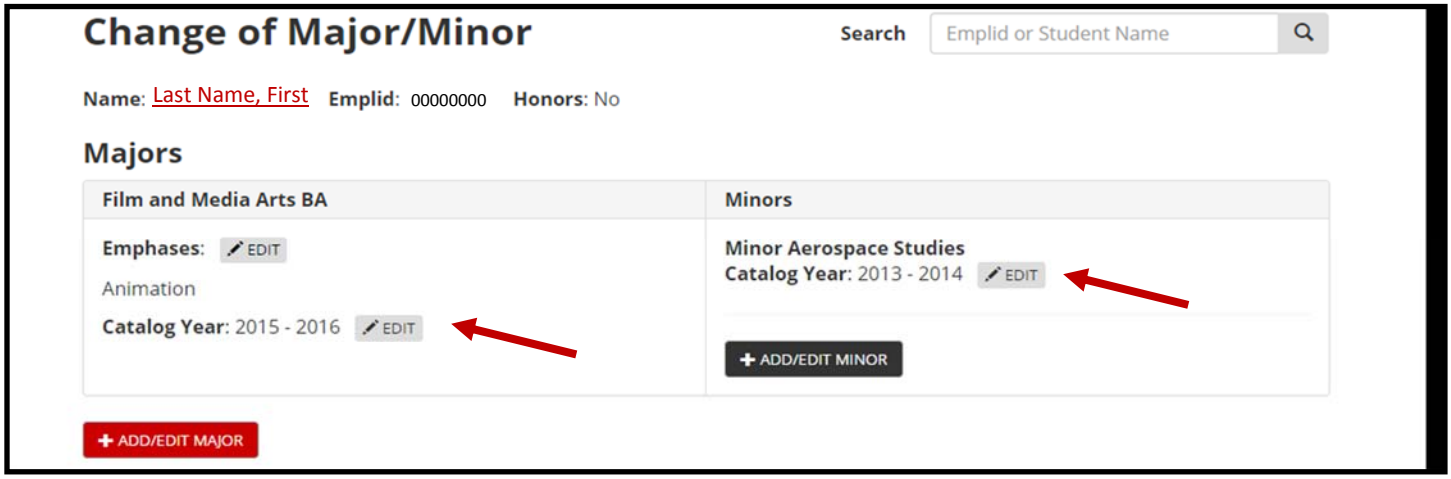


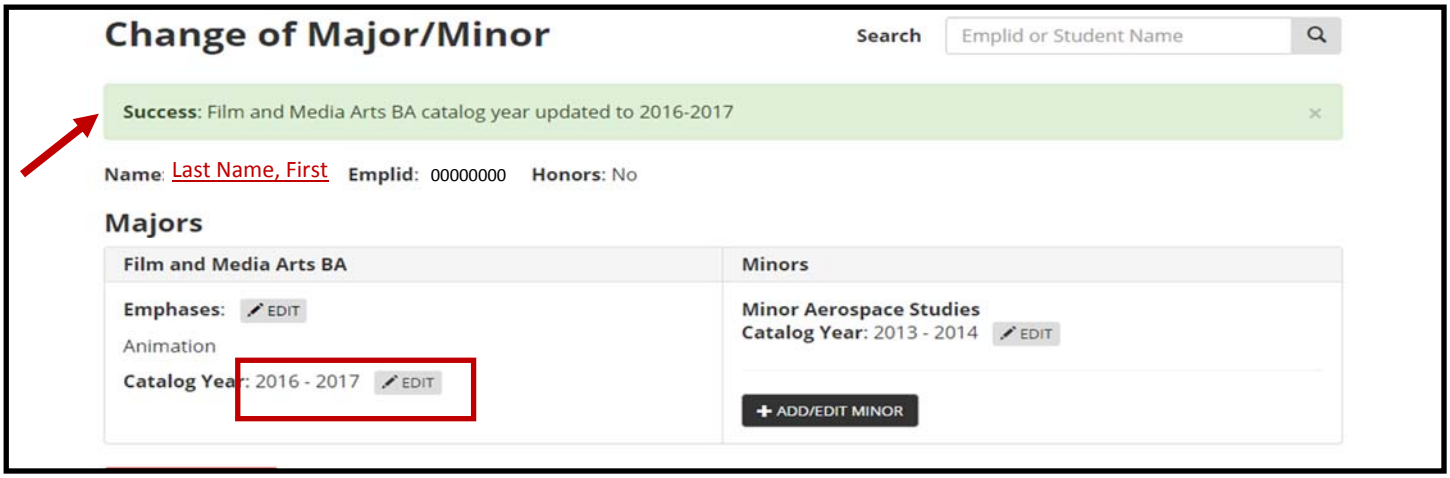
Change Catalog Years

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.



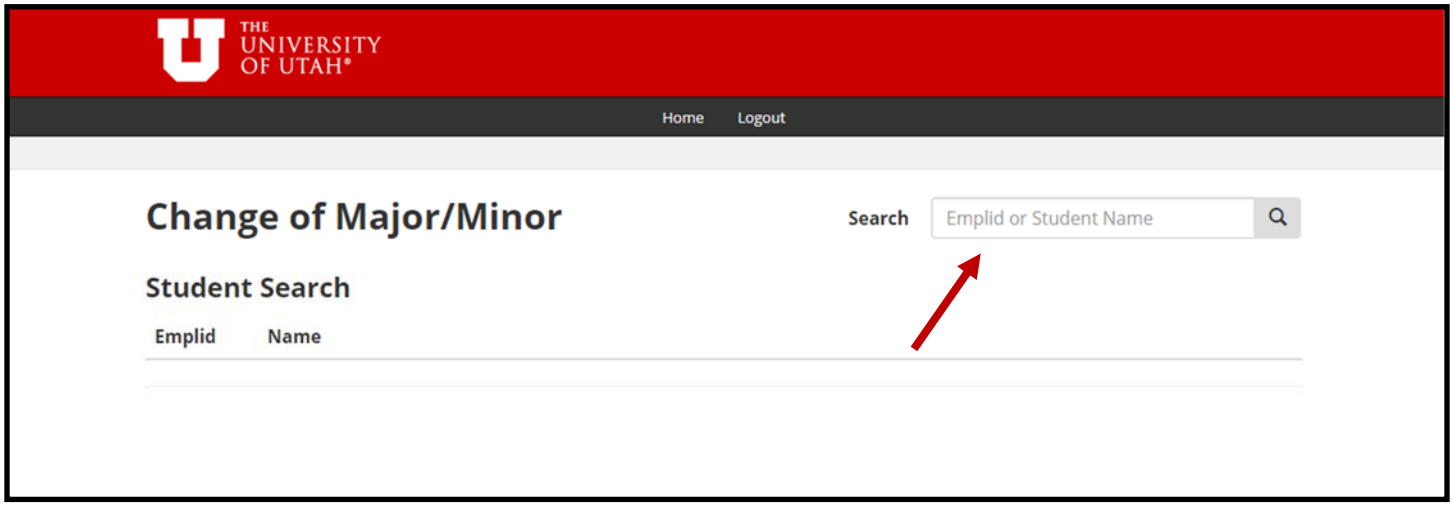
2. **Major or Minor Catalog Year**: Once the student has been found, to update the major or minor catalog year click the "EDIT" button next to the "Catalog Year" for the major or minor. Choose the appropriate catalog year from the drop down menu and click save. You will receive a message that states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



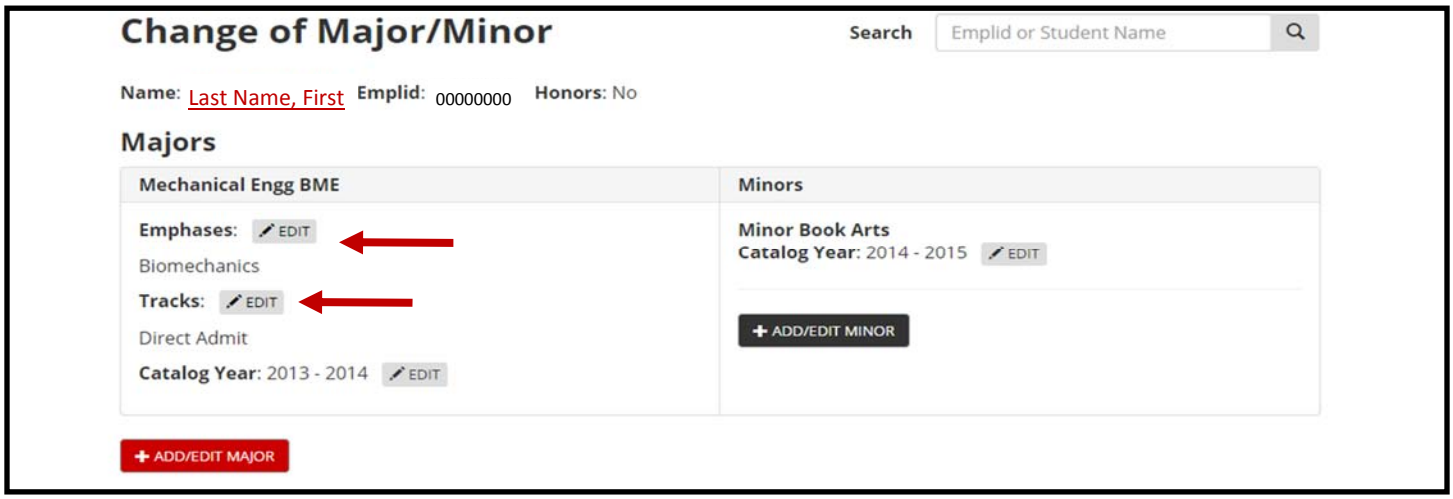


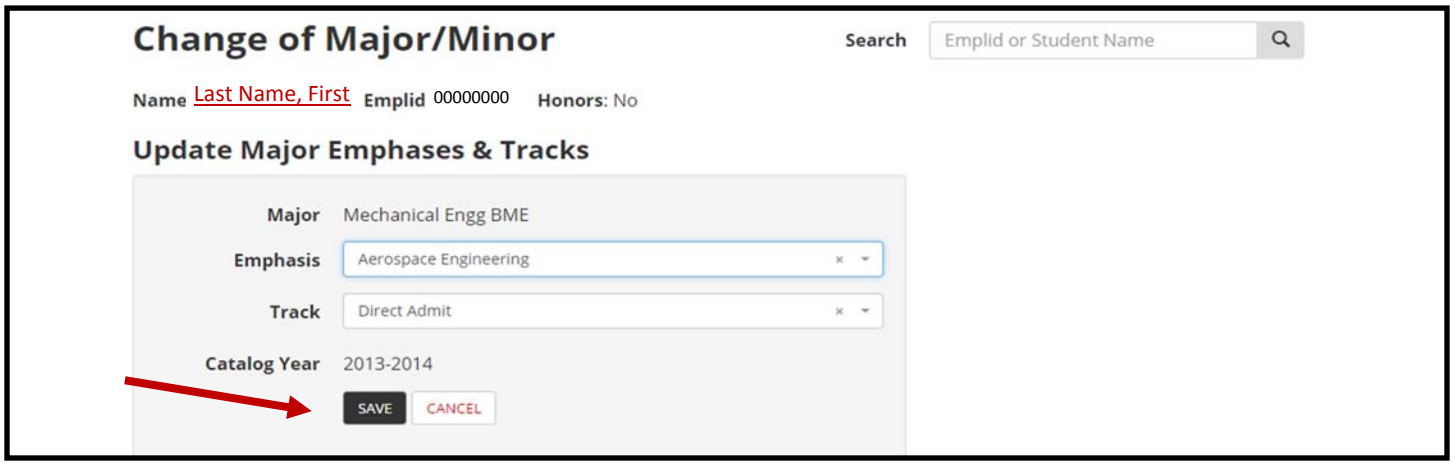
Edit Emphases and Tracks

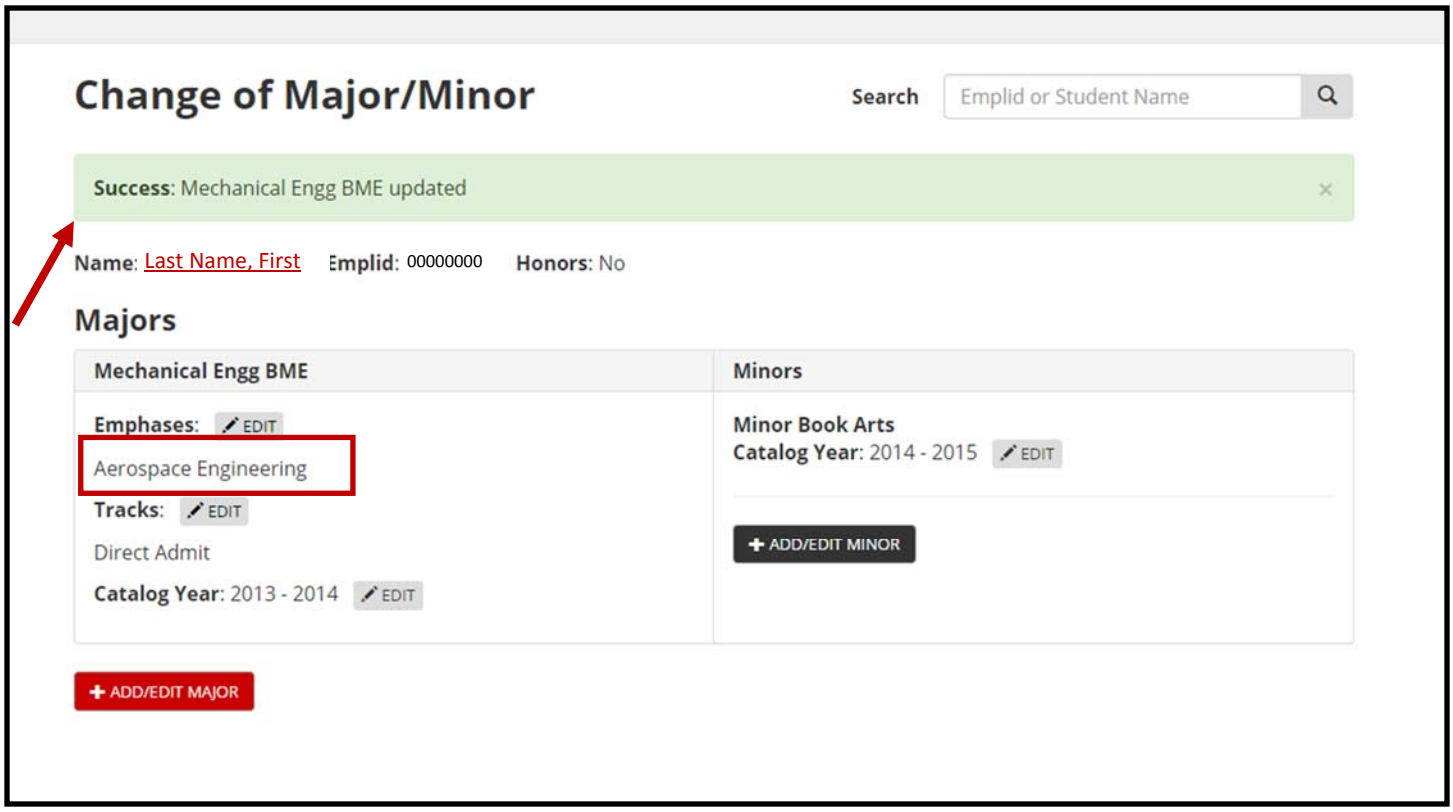
1. **Student Search**: Enter the student's ID number or name in the top right search bar. Click the icon or press enter to find the student. A partial name or ID will pull a list of students as well. If using that method, click on the appropriate ID number in red.



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
Emplid or Student Name
Success: Mechanical Engg BME updated
Name: Last Name, First
Emplid: 00000000
Honors: No
Majors
Mechanical Engg BME
Emphases: EDIT
Aerospace Engineering
Tracks: EDIT
Direct Admit
Catalog Year: 2013 - 2014 EDIT
ADD/EDIT MAJOR
Minors
Minor Book Arts
Catalog Year: 2014 - 2015 EDIT
ADD/EDIT MINOR