

Review Change
of
Major/Minor Requests



Contents

- [Overview](#)
- [Access](#)
- [Major Advisor review](#)
- [Advising Coordinator review](#)
- [Assign a Proxy while on leave](#)

Declare/Change of Major/Minor Workflow Overview

Undergraduate students can request a declaration or change of major and/or minor in myOswego on the Student Records tab.

- Students must be registered for the current or upcoming term.
- New Incoming students cannot use this until the first day of classes.
- Students who cannot use the form:
 - Readmitted students who haven't yet registered
 - 5 year program students
 - Second degree students
- Students cannot submit a request while a previous request is still in progress.

If no decision is entered within 7 days, student and approving advisors get a reminder:

"This is a reminder that you submitted a change of major / minor request. You must meet with the advisors copied on this email in order for the request to move forward. The change cannot be made without appropriate approvals. If no action is taken, the request will automatically be cancelled 30 days after it was submitted. If you would like to cancel the request, please email registra@oswego.edu."

If 30 days pass with no decisions, the request is canceled and email sent to the student:

"A change of major / minor request submitted by you has been automatically cancelled due to 30 days of inaction. If you would like to submit a new request, you may now do so. You will need to follow-up with the necessary approvers."

Weekly reminders are sent to advisors with requests awaiting a decision.

Advising Coordinators approve / deny the requests for majors/minors in their departments. They also assign an advisor to the student when they approve a request. If the student is identified as a First Year student, only First Year Advisors can be assigned.

Advisors will need to approve when the student is their Major 1 advisee and are requesting to add / change a second major or minor.

Drops do not require approvals.

"Swaps" do not require approvals.

Advisor assignments are updated via the workflow.

Degree Works is refreshed and a new audit produced with the new curriculum data.

Learner and Outcome records for degree candidates are kept in sync.

The student, new advisors, removed advisors and advising coordinators are emailed the old and new information.

Some major / minor codes are made unavailable for selection by students. Generally, this reflects the fields of study available for "What-If" analysis in Degree Works.

It is important to note that prior to an advisor or advising coordinator going on leave, a proxy be assigned. The Proxy can review/approve requests in the advisor/coordinators absence.

Access & Review Student Requests

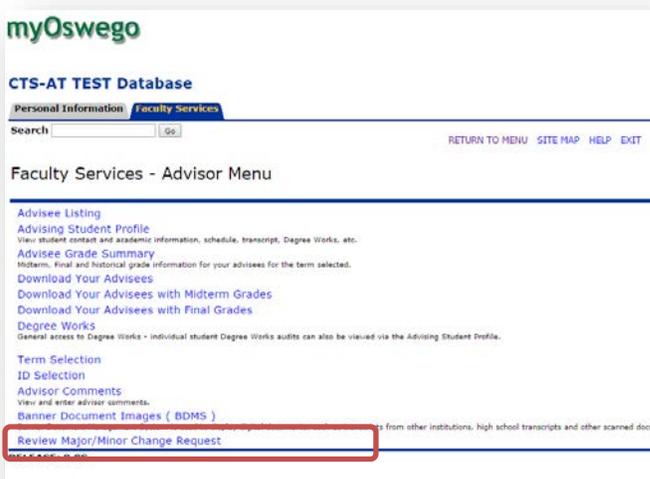
Go to [myOswego](#) or use the link from the Declare/Change of Major/Minor Workflow reminder email.

Select Faculty Services Tab

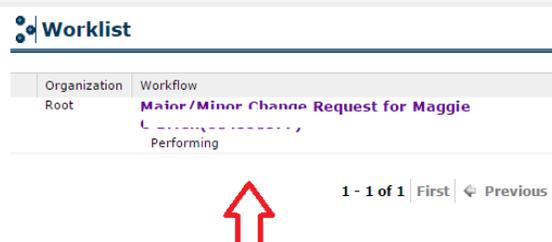
Select Advisor Menu



Select Review Major/Minor Request



Click on Worklist and select a student from the list by double clicking on their name.



Major Advisor Review

In the student request, click on Approve or Deny. If denying the student's request, a rationale must be entered in the comments section.

	Original Curr	Original Advisor	Requested Curr
Major1	Anthropology BA	Kevin J White	Anthropology BA
Major2			Accounting BS
Minor1			
Minor2			

* Decision
 Approve
 Deny

Click Complete

NOTE: Clicking Save will only save the student's request to your worklist. You need to click Complete in order to fully approve the student's request and move the "workflow" to the next step.

Directions: Click 'Complete' to submit your decision.

'Save & Close' saves work, does not submit (request stays on worklist).

Click 'Cancel' to close form without saving any work (request stays on worklist).

Complete Save & Close Cancel

Advisor Coordinator Review

In the student request, click on Approve or Deny. If denying the student's request, a rationale must be entered in the comments section.

Select the appropriate advisor for the student for their new major/minor.
Click on the ▼ to see the entire list of advisors.

*NOTE: if the student is a First Year student, only First Year Advisors will appear in the drop down selection.
If the student is beyond their first year, all the advisors within the department will appear in the drop down.*

Click Complete

NOTE: Clicking Save will only save the student's request to your worklist. You need to click Complete in order to fully approve the student's request and move the "workflow" to the next step.

Home
Worklist
Workflow Status Search
Workflow Alerts

User Profile
My Processes
User Information
Change Password

Worklist
Minor 1 Request

First Name: £
Last Name: €
ID: €
GPA: 1
Student Type: Undergraduate Continuing
First Year Student: N
Catalog Term: Fall 2014
Original College: Liberal Arts & Sciences

Curriculum Summary:

	Original Curr	Original Advisor	Requested Curr
Major1	Undeclared Undergraduate	Jacqueline A Wallace	Zoology BA
Major2			Anthropology BA
Minor1			Biology Minor
Minor2			

Decision
 Approve
 Deny

New Advisor: Sofia Windstam ▼
This is required for any denial

Comments:

Directions:

Click 'Complete' to submit your decision.

'Save & Close' saves work, does not submit (request stays on worklist).

Click 'Cancel' to close form without saving any work (request stays on worklist).

Complete Save & Close Cancel

Assign a Declare/Change of Major/Minor Workflow Proxy

A **proxy user** is someone who performs the work items in place of or on behalf of another user. The proxy relationship can be used when a primary user is on vacation or is ill and allows another user to step in and temporarily take the primary user's place.

As the major advisor or Advising Coordinator, you may assign a Proxy in your absence to review your student declare/change of major/minor requests. Before assigning a Proxy, please be certain to discuss with the assignee prior to designating the proxy in workflow.

Please note that the Proxy will not receive the workflow reminder emails, but may access the student requests directly in Workflow.

Login to Workflow

Click on User Profile/User information

Click Add Proxy for the Curriculum Reviewer role.

The screenshot displays the 'User Information' page. On the left is a navigation menu with sections: 'Home' (Worklist, Workflow Status Search, Workflow Alerts), 'User Profile' (My Processes, User Information, Change Password), and 'Logof'. The main content area shows user details: Logon ID, Last Name, First Name, Middle Name, Email, Effective From (05-Oct-2015 01:36:48 PM), and Effective To. Below this are expandable sections for 'Notifications' and 'Launching', and 'Save User Profile' and 'Reset' buttons. At the bottom is a 'My Roles' table.

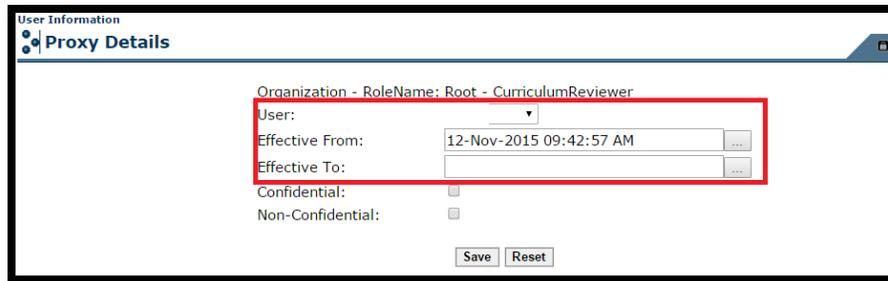
Organization	Role Name	Effective From	Effective To	Type	Proxy Assignment
Root	CurriculumReviewer	05-Oct-2015 01:37:24 PM		Primary	Add Proxy
Root	DegreeReviewer	05-Oct-2015 01:37:34 PM		Primary	Add Proxy
Root	Registrar	05-Oct-2015 01:37:42 PM		Primary	Add Proxy

Enter the Proxy User ID (LakerNet username)

Enter the Effective FROM and TO date ranges

Click Save

NOTE: Do not check the confidential/Non-confidential check boxes



The screenshot shows a web form titled "User Information" with a sub-section "Proxy Details". The form contains the following fields and controls:

- Organization - RoleName: Root - CurriculumReviewer
- User: (dropdown menu)
- Effective From: 12-Nov-2015 09:42:57 AM (text input with a calendar icon)
- Effective To: (text input with a calendar icon)
- Confidential:
- Non-Confidential:
- Save and Reset buttons

A red rectangular box highlights the User, Effective From, and Effective To fields.

Delete a Proxy

1. Select User Information from User Profile.
2. In the My Proxies section of the page, select the checkbox next to the proxy assignments you would like to remove.
3. Click Delete Selected Proxies.
4. When you are asked to confirm the deletion, click OK.