Online Declaration / Change of Major / Minor 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.