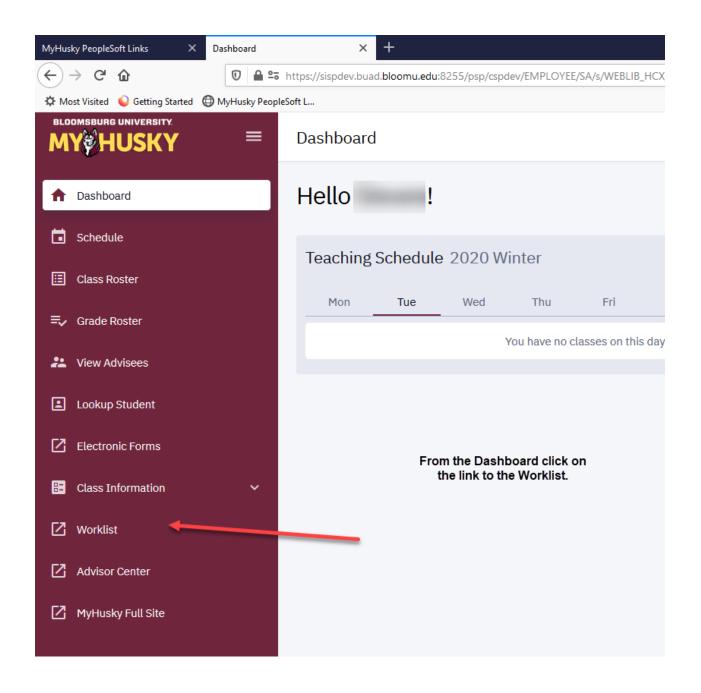
# Change of Major eform – Approval

**Department Chairperson Tutorial** 

For Restricted Majors



The Worklist may still be accessed via the link on the MyHusky home page.

Instructions follow:

Relat

Faculty Center Advisor Center Search My Schedule | Class Roster | Grade Roster Faculty Center My Schedule View Personal Data Summary Change Term 2017 Fall | Bloomsburg University of PA My Exam Schedule Select display option Show All Classes Show Enrolled Classes Only Icon Legend Region Class Roster Grade Roster R Learning Management My Teaching Schedule > 2017 Fall > Bloomsburg University of PA Personalize | View All | 💷 | 🌉 First 1-4 of 4 Last Class Dates Class Class Title Enrolled Days & Times BIOLOGY ANATOMY PHYSIOL 2 Hartline Science Aug 28, 2017-MoWeFr 12:00PM - 12:50PM 174-01 Dec 15, 2017 (Lecture) Center 0108 (2614)BIOLOGY RESEARCH IN BIO 2 Off Campus Aug 28, 2017-391-01 TBA (Independent Study) Dec 15, 2017 (3133)BIOLOGY Aug 28, 2017-Off Campus HONORS IND STUDY TBA 493-01 Dec 15, 2017 (Independent Study) (3072)NATSCI 498-02 INTERN N SCI & MATH Off Campus Aug 28, 2017-TBA (Supervision) Dec 15, 2017 View Weekly Teaching Schedule Go to top My Exam Schedule > 2017 Fall > Bloomsburg University of PA You have no final exams scheduled at this time.

Go to top

Pending Change of Major requests can be viewed and worked on by clicking on Worklist

> Department Chairpersons will have 2 ways to access the eForm for approval.

- 1. You will receive an email. notification stating you have a pending worklist item that requires your attention. A link to the form will be in the body of the email notification. You must be logged into MyHusky BEFORE you click on the link.
- 2. You may also access your forms via the work list in your Faculty Center

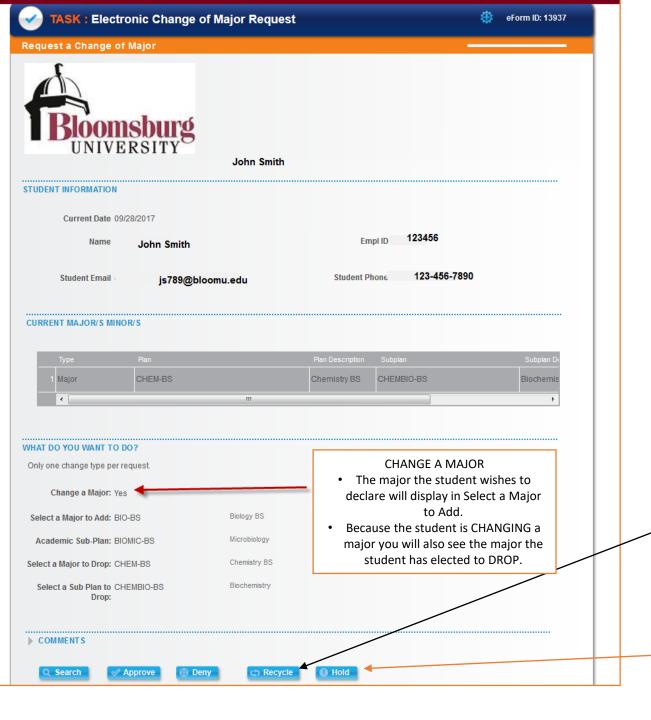
# Worklist

Worklist for Dr. Jones

Detail View Worklist Filters ▼ S Feed ▼

Worklist Items	Vorklist Items Personalize   Find   View All						
From	Date From	Work Item	Worked By Activity	Priority	Link		
John Smith	09/28/2017	Notification Worklist			Chq Major eForm - Form ID:13937	Mark Worked	Reassign
John Smith	09/28/2017	Notification Worklist		_	Chq Major eForm - Form ID:13938	Mark Worked	Reassign

Worklist will allow you to access the links to the forms waiting for your approval. Click on "Chg Major eForm" under "Link" to open the form.



The pending Change of Major form will display with the student information, the major they are requesting to declare and the current major of the student.

Click <u>APPROVE</u> to accept the student into your major. Upon approval the from will route to the Registrar's Office where it will be processed. Upon completion an email notification will be sent to the department chair, department secretary, student's current advisor and the student.

Click **DENY** only if the student is being denied admission to your major.

- Recycle should *only* be used when faculty wish to communicate with the student or request further information from the student.
- Comments must be added when using recycle. Please be specific with questions or information for the student.
- Once recycled the form will be updated by the student and resubmitted to the department for approval.

Hold may be used to work on the form at a later time

Request a Change of Major



### STUDENT INFORMATION

Current Date 09/28/2017

Name Cody Pavlick

Empl ID 305248

Student Email crp69850@huskies.bloomu.edu

Student Phone 570/394-7015

### **CURRENT MAJOR/S MINOR/S**

ı		Туре	Plan	Plan Description	Subplan	Subplan De
١	1	Major	CHEM-BS	Chemistry BS	CHEMBIO-BS	Biochemis
П		4	<b>•</b>			

### WHAT DO YOU WANT TO DO?

Only one change type per request.



Select a Major to Add: BIO-BS

Academic Sub-Plan: BIOMIC-BS

## ADD A MAJOR

- The major the student wishes to declare will display in Select a Major to Add.
- Because the student is ADDING a major this is the only information that will display.

### ▶ COMMENTS









Biology BS

Microbiology





For students wishing to Add a Major, the Change of Major form will display with the student information and the major they are requesting to declare.

> Click APPROVE to accept the student into your major. Upon approval the from will route to the Registrar's Office where it will be processed. Upon completion and email notification will be sent to the department chair, department secretary, student's current advisor and the student.

Click **DENY** only if the student is being denied admission to your major.

- Recycle should only be used when faculty wish to communicate with the student or request further information from the student.
- Comments must be added when using recycle. Please be specific with questions or information for the student.
- Once recycled the form will be updated by the student and resubmitted to the department for approval.

Hold may be used to work on the form at a later time

Departments housing restricted majors will receive a Change of Major eForm for every student wishing to declare their major.

- 1. Upon submission by the student the form will route to the department chairperson.
  - The department chairperson will receive an email notification with a link to the form. The department chairperson is responsible for either approving or denying the request.
- The department secretary will receive an email notification for every Change of Major request submitted to their department via the eForm. The department secretary will not have the ability to approve the form however they will b able to view the form. This notification is for informational purposes only. The department secretary can use the notification to track requests as part of the departments business practice for the approval process.
- 1. Upon approval of the department chairperson the form will route to the Office of the Registrar where the update to the student record will be made.
- 2. When the form has been processed by the Office of the Registrar another email notification will be sent to the department chairperson, department secretary, current student advisor and the student to inform them the process is complete and the change had been made.
  - 3. If the request is denied an email notification will be sent to the student informing them of the decision of the department.