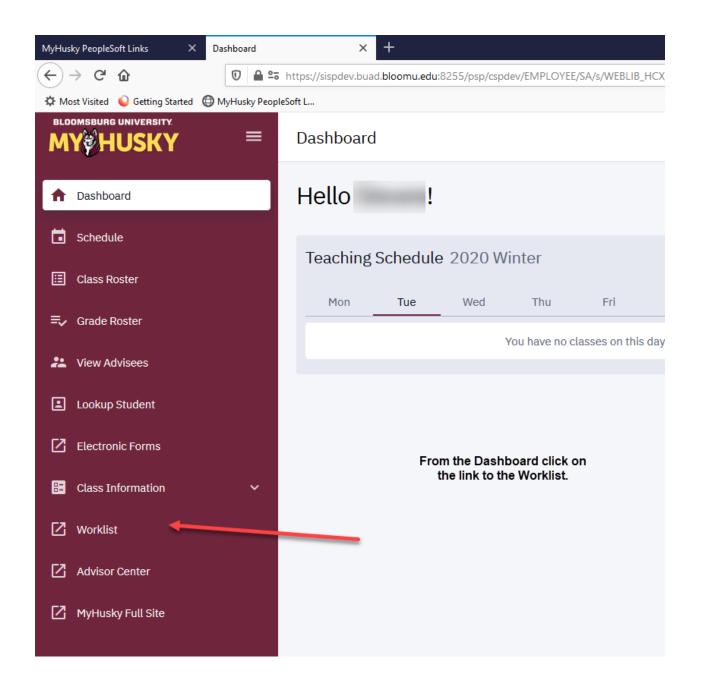# Minors

Approval process for requests to declare a Minor.

MINORS

- All requests to declare a Minor require approval of the Minor coordinator
- Upon submission of a request to declare a Minor the coordinator will receive a worklist item via email with a link to the form and the department secretary for the Minor will receive an email notification that the request was submitted.

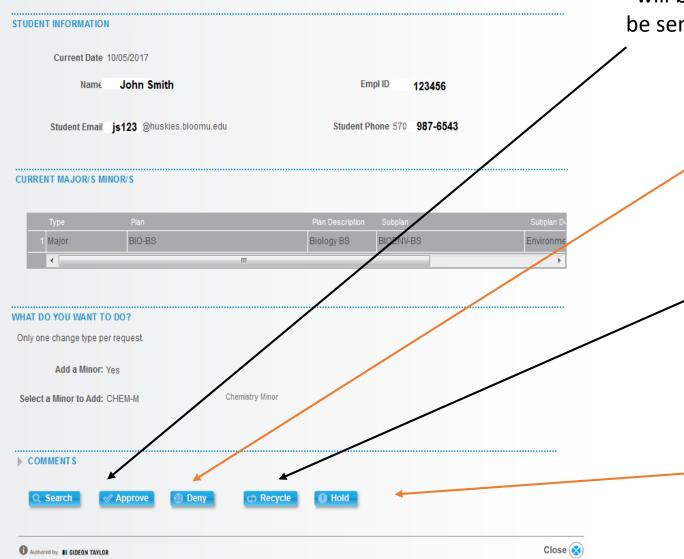The Worklist may still be accessed via the link on the MyHusky home page.

Instructions follow:

MyHusky
Bloomsburg University of Pennsylvania

New Window | Help | Person

Worklist

Worklist for

123456 : Robert Jones

Worklist Filters [_____] ▼ 🔲 Feed ▼

Detail View

Click on Worklist to access forms pending your approval.

Worklist Items								Personalize | Find | View All | 🔲 🔳 First ◀ 1-5 of 5 ▶ Last
From	**Date From**	**Work Item**	**Worked By Activity**	**Priority**	**Link**			
John Smith	09/26/2017	Notification Worklist		[_____] ▼	Chg_Major eForm - Form ID:13871	Mark Worked	Reassign	
John Smith	09/26/2017	Notification Worklist		[_____] ▼	Chg_Major eForm - Form ID:13873	Mark Worked	Reassign	
John Smith	09/28/2017	Notification Worklist		[_____] ▼	Chg_Major eForm - Form ID:13927	Mark Worked	Reassign	
John Smith	09/28/2017	Notification Worklist		[_____] ▼	Chg_Major eForm - Form ID:13930	Mark Worked	Reassign	
John Smith	10/05/2017	Notification Worklist		[_____] ▼	Chg_Major eForm - Form ID:13970	Mark Worked	Reassign	

After you click Worklist you will see your pending forms.
Click on the form link to open the form.

Click approve to accept the student into your minor. 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 minor approver, department secretary, student's current advisor and the student.

Click deny only if the student is being denied admission to your minor.

- 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 for approval.

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

STUDENT INFORMATION

Current Date 10/05/2017

Name John Smith   Empl ID 123456

Student Email js123 @huskies.bloomu.edu   Student Phone 570 987-6543

CURRENT MAJOR/S MINOR/S

	Type	Plan	Plan Description	Subplan	Subplan D
1	Major	BIO-BS	Biology BS	BIOENV-BS	Environme

WHAT DO YOU WANT TO DO?

Only one change type per request.

Add a Minor: Yes

Select a Minor to Add: CHEM-M   Chemistry Minor

▶ COMMENTS

🔍 Search   ✓ Approve   ⊗ Deny   ↻ Recycle   ❗ Hold

Close ✕

Authored by ▌▌GIDEON TAYLOR