

How To Approve or Disapprove an Undergraduate Program/Adviser Change Request

1. Who can submit requests:
 - a. Faculty, advisers and staff authorized by their academic unit to operate in this capacity.
2. How to approve/disapprove a request:
 - a. You will receive an "Action Required" email.
 - b. Click the link in the email to view the request.
 - c. You will need to be logged in to Portal.
 - d. Review the request and approve or disapprove as appropriate.
 - e. To approve select "Change completed" and click "Complete"
 - f. To disapprove select "Change not made" and click "Complete"
 - g. The request moves to the next step in the process.
 - h. The student is sent an email to inform him/her when the request is complete.

Examples:

The Email:

Action Required: Change of major/minor/adviser form submitted Inbox x



Amy Clark

to Registrar, Amy ▾

Dear Registrar, Amy Clark,

Amy Clark submitted a request to change degree or advisor (catalog_year,).

Comments:

Please log in to review it [here](#).

The approve/disapprove boxes:

International Studies Approval

Change completed Change not made

Comments:

This is what an approval screen for a catalog year change, sent the the international studies office, looks like.

COMPLETE

Departmental Approval

Business and Economics

Change completed Change not made

Adviser Assigned: (if needed)

Adviser email:

Adviser Name:

Comments:

COMPLETE

The student's email:

Amy Clark

to Amy ▾

Dear Amy Clark,

Your request to request to change degree or advisor (new_major, add_minor, drop_major, catalog_year,) is complete.

Comments: