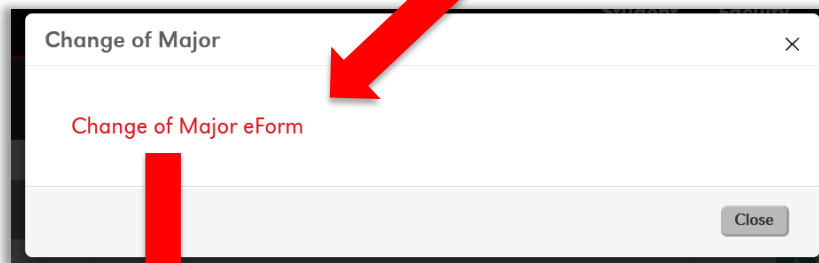


The screenshot shows the MavLINK Staff Page. The 'Staff' tab is highlighted in the top navigation bar. In the 'Staff Messages' box, the 'Change of Major' link is highlighted with a red box. A red arrow points from this link to the 'Change of Major eForm' modal window shown below.

1. MavLINK Staff Page > Link in “Staff Messages” Box
2. Click “Change of Major eForm” in modal window
3. Enter the Student NU ID to begin working on your student; Click Next

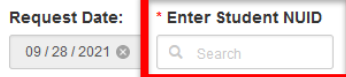


The modal window titled 'Change of Major' contains the text 'Change of Major eForm' in red. A red arrow points from this text to the 'Change of Program Form' below.

This form will allow you to:

- **Add** to the student’s existing program
- **Remove** from the student’s existing program
- **Change Catalog Year**

Change of Program Form (Degree, Major/Certificate or SubPlan/Concentration)



The screenshot shows the 'Change of Program Form'. The 'Request Date' is set to 09 / 28 / 2021. The 'Enter Student NUID' field is highlighted with a red box. A red arrow points from this field to the 'Next' button, which is also highlighted with a red box.

Next

The form will display the student's name and **current** program information

4. Select from the following options to move forward in the form: **Add, Remove, Change Catalog Year**

The options are **multi-select**, meaning the form can handle multiple options in one submission

Several options have a College/program “**workflow**” (**approver**) group/individual to whom they route while others are submitted straight to the Office of the University Registrar for final processing

Making use of the **comments box** within the form is encouraged

What would you like to do?



- ☐ Add (Select Add if you would like to add a Degree, Major/Certificate, SubPlan/Concentration, Minor or Endorsement. If you do not need to add anything, please move onto the next section.)
- ☐ Remove (Select Remove if you would like to remove a Major/Certificate, SubPlan/Concentration, Minor or Endorsement. If you do not need to Remove anything, please move onto the next section.)
- ☐ Change Catalog Year (Select Change Catalog Year if you would like to change the Catalog year. If you do not need to Change the Catalog Year, please move onto the next section.)



Selecting **“Add”** will open a menu of options; options are multi-select

In this example, a list of active **Additional Majors & Certificates** as well as a list of active **Minors** available to add will populate into the form.

What would you like to do?

☒ Add (Select Add if you would like to add a Degree, Major/Certificate, SubPlan/Concentration, Minor or Endorsement. If you do not need to add anything, please move onto the next section.)

✓ **What would you like to ADD?** *required

More than one may be selected.


☐ Degree

☒ Major/Certificate

☐ SubPlan/Concentration

☒ Minor

☐ Endorsement



☐ Gender and Leadership Certificate (GLDSASCER)

☐ General Science Major (GSCIMAJ)

☐ Geography Major (GEOGMAJ)

☐ Geology Major (GEOLMAJ)

☒ Gerontology Certificate (GEROCACER)

☐ Gerontology Major (GEROMAJ)

☐ History Major (HISTMAJ)

☐ IT Administration Certificate (ITADISCER)

☐ Sociology Minor (SOCMIN)

☐ Spanish Minor (SPANMIN)

☒ Sports Medicine Minor (SPMDMIN)

☐ Studio Art Minor (ASTUMIN)

☐ Sustainability Minor (SUSTMIN)

☐ Theatre Minor (THEAMIN)


☐ Tribal Management and Emergency Services Minor (TMESMIN)

☐ Victimology and Victim Services Minor (VICTMIN)

The advisor will click the applicable program(s) to add, free-type any **comments** and click **“Complete”** to move the eForm to the next step in the workflow.

Comments

Comments



Make use of this box to explain the types of changes you are requesting on behalf of the student or other comments you think the approver and/or Registrar will find useful!

Complete

 Remove

Selecting **“Remove”** will open a menu of options; options are multi-select

In this example, a list of the student’s current **Majors & Certificates** are available for removal.

What would you like to do?

☐ Add (Select Add if you would like to add a Degree, Major/Certificate, SubPlan/Concentration, Minor or Endorsement. If you do not need to add anything, please move onto the next section.)

☒ Remove (Select Remove if you would like to remove a Major/Certificate, SubPlan/Concentration, Minor or Endorsement. If you do not need to Remove anything, please move onto the next section.)

What would you like to remove? *required

☒ Major/Certificate

☐ SubPlan/Concentration

☐ Minor

☐ Endorsement

What Major/Certificate would you like to REMOVE?

✓ Please select the Major(s)/Certificate(s) you would like to remove from the list below. *required

More than one may be selected

☐ Management Information Systems Major (MISBIS)

☒ Systems Development Certificate (SYSDISCER)

The advisor will click the applicable program(s) to remove, free-type any **comments** and click **“Complete”** to move the eForm to the next step in the workflow.

Comments

Comments

Make use of this box to explain the types of changes you are requesting on behalf of the student or other comments you think the approver and/or Registrar will find useful!

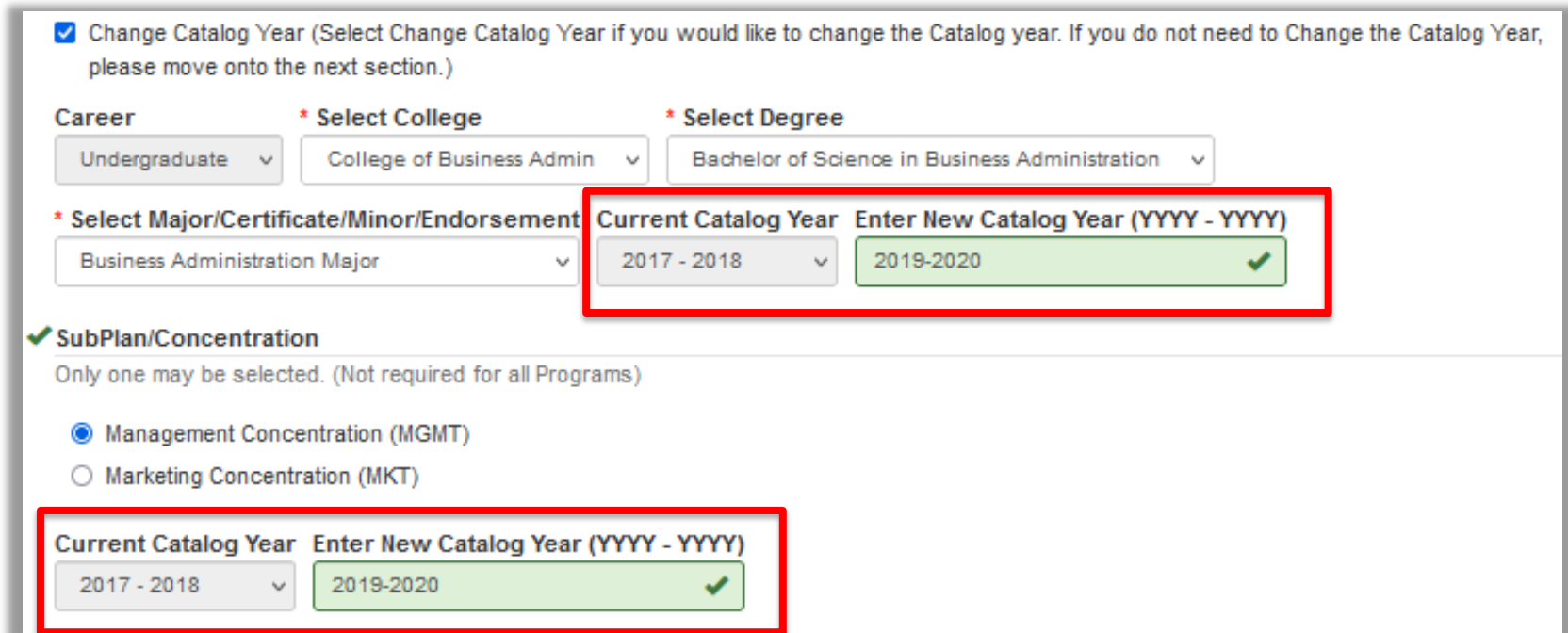
Complete

**Change
Catalog
Year**

Selecting “**Change Catalog Year**” will require the user to select the College, the Degree, and the particular Major/Certificate/Minor/Endorsement.

In this example, the major and a subplan/concentration are being changed to a newer catalog year.

Only one subplan/concentration can be selected on the form.



☒ **Change Catalog Year** (Select Change Catalog Year if you would like to change the Catalog year. If you do not need to Change the Catalog Year, please move onto the next section.)

Career *** Select College** *** Select Degree**

Undergraduate ▼ College of Business Admin ▼ Bachelor of Science in Business Administration ▼

*** Select Major/Certificate/Minor/Endorsement** **Current Catalog Year** **Enter New Catalog Year (YYYY - YYYY)**

Business Administration Major ▼ 2017 - 2018 ▼ 2019-2020 ✓

✓ **SubPlan/Concentration**
Only one may be selected. (Not required for all Programs)

☒ Management Concentration (MGMT)
☐ Marketing Concentration (MKT)

Current Catalog Year **Enter New Catalog Year (YYYY - YYYY)**

2017 - 2018 ▼ 2019-2020 ✓

The advisor will click “**Complete**” to move the eForm to the next step in the workflow.



Workflow

Advisors/staff members assigned as approvers for the Change of Major eForm will use **“My Workflow Tasks”** in PeopleSoft to approve, deny or defer requests. Comments can be included for the Office of the University Registrar.

Add the following Degree:

College
College of Pub Aff & Comm Serv

Degree
Certificate

Catalog Year
2021 - 2022

Major
Gerontology Certificate (GEROCACER)

Requesting Advisor Comments

Comments
Advisor can enter any comments for the new College here.

Approval

✓ Approval Status ^{required}

☒ Approve
☐ Cancel
☐ Defer

Comments for Registrar

Approver can enter any comments for the Office of the University Registrar here.

Complete