



Registrar’s Business Process Guide

How to Approve Majors or Minors (Advisor Perspective)

Contents

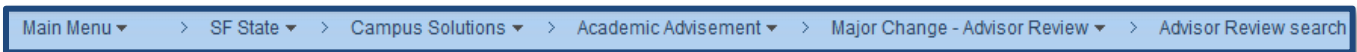
Step 1 Login & Locate	1
Step 2 Navigate to Advisor Review	1
Step 3 Narrow your Search	2
Step 4 Understanding the Change of Major/Minor Advisor Review page	3
Step 5 Action Notification	4
Step 6 Viewing Change of Major/Minor history	5
Step 7 Editing Change of Major/Minor history	6

Step 1 | Login & Locate

1. Open your [SF State Gateway](#)
2. Navigate to your **LaunchPad**
3. Select the **Campus Solutions** tile

Step 2 | Navigate to Advisor Review

1. Go to the **Advisor Review search** page.
 - Breadcrumb is: **Menu >> SF State >> Campus Solutions >> Academic Advisement >> Major Change - Advisor Review >> Advisor Review search**



2. The **Change of Major Request Search** page displays the record of the request(s) including:
 - **Transaction details:** college, department, student ID, name, date/time, academic plan, and academic plan description.
 - **Needed action:** *N/A* indicates that no action is needed, as the request has already been processed. *Approve/Deny* indicates that the request is still outstanding
 - **Review/Process** link to the specified request
3. Select the **Academic Group** in the drop-down menu. The available selection(s) is determined by a user’s row-level security.

Change of Major Request Search

Search Criteria

Academic Group:

Department:

Change Major Status:

Requests

Total Count:

Personalize | Find |

First 1 of 1 Last

College	Dept	Address	Apply Date Time	Academic Plan	Needed Action	Review/Process
1						Review/Process

Step 3 | Narrow your Search

1. Narrow down your search criteria by selecting Department *and/or* **Change Major Status**. Leaving it blank will return all results.

Change of Major Request Search

Search Criteria

Academic Group:

Department:

Change Major Status:

2. Select an item to review by clicking on the **Review/Process** link.
 - (This advisor has selected item #7 – BUSXMKTGBS.)

Change of Major Request Search

Search Criteria

Academic Group:

Department:

Change Major Status:

Requests

Total Count: 7

Personalize | Find |

First 1-7 of 7 Last

College	Dept	Empl ID	Name	Apply Date Time	Academic Plan	Needed Action	Review/Process	
1	40	101 - ACCT		07/11/17 4:04PM	BUSXACCTBS	Business (Accounting)-BS	N/A	Review/Process
2	40	101 - ACCT		07/12/17 9:12AM	BUSXACCTBS	Business (Accounting)-BS	N/A	Review/Process
3	40	131 - BUS		07/12/17 2:38PM	BUSXGNRLBS	Business (General Business)-BS	N/A	Review/Process
4	40	340 - HTM		07/12/17 2:17PM	BUSXHTMXBS	Hospitality & Tourism Mgmt-BS	N/A	Review/Process
5	40	379 - IBUS		07/11/17 3:40PM	BUSXIBUSBS	Business (Intl Business)-BS	N/A	Review/Process
6	40	476 - MKTG		07/11/17 3:47PM	BUSXMKTGBS	Business Admin (Marketing)-BS	N/A	Review/Process
7	40	476 - MKTG		07/14/17 9:23AM	BUSXMKTGBS	Business Admin (Marketing)-BS	Apprv/Deny	Review/Process

Step 4 | Understanding the Change of Major/Minor Advisor Review page

1. The **Change of Major Advisor Review** page displays information of the request, including:
 - a. A student ID, student name, and SF State email
 - b. Total cumulative units, SF State GPA, Cumulative GPA, and student's current class level
 - c. Student's current major/minor, current class enrollments, advisor center (all 3 links will open in new tabs)
 - d. The major/minor and catalog year of the student's request
 - e. Approve, Deny, Pending action buttons
 - f. Comments text box and the option to select whether the text displays in the student's self-service and email
 - g. Any change history, specifically to the requested academic plan, for the student

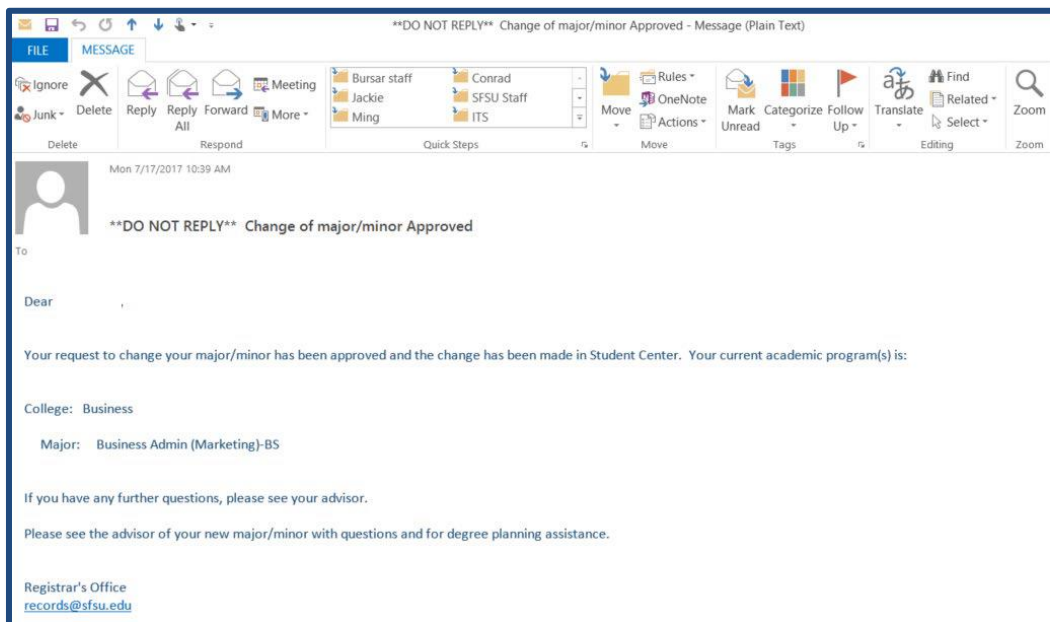
Last Update Dt	Last Updated By	Action	Plan Type	Academic Plan	Status	Maj Catlg Yr	Req Term	Comments
1 07/12/2017 2:30PM		Change From	MAJ	BUSXACCTBS	Business (Accounting)-BS			
2 07/11/2017 3:53PM		Change From	MAJ	BUSXACCTBS	Business (Accounting)-BS			
3 07/12/2017 9:15AM		Change To	MAJ	BUSXACCTBS	Business (Accounting)-BS	2017	2177	
4 07/11/2017 3:45PM		Change From	MAJ	BUSXACCTBS	Business (Accounting)-BS			Denied by College

2. Change Major Catalog Year – *optional*
 - a. By default, the major catalog year will be set with the following conditions:
 - b. The catalog year will update when the Summer term begins.
 - c. If the current semester is Winter or Spring, the catalog year will take the Fall term of undergrad from last year,
 - d. If the current semester is Summer, the catalog year will take the Fall term of undergrad from the current year,
 - e. If the current semester is Fall, the catalog year will take the current fall term of undergrad.

3. Input Comments – **optional**
 - a. **Important:** comments, shared or not, will be part of the student’s academic record and can be subpoenaed
 - b. **Tip:** Comments text box is ASCII text. Hyperlinks, if used, will require students to type, copy, and paste in the URL address. Special characters are not recommended.
4. Select whether the comment can be displayed in student’s self-service/email – **optional**
5. Approve, Deny, Pending
6. If Approve or Deny action is selected, the button will be greyed out and an email notification will be sent to the student.
7. If Pending is selected, the button **will not** grey out and an email notification will be sent to the student.

Step 5 | Action Notification

1. Once an action (approve, deny, pending) has been selected, students will be notified via email and status will be updated in the student center.
2. Example of approved major/minor:



Change of Major/Minor Status

Apply Date Time	Action	Type	Major/Minor Code	Description	Degree	Status	Last Update Timestamp	Comment
07/14/17 9:23AM	Change To	Major	BUSXMKTGBS	Business Admin (Marketing)-BS	Bachelor of Science	Approved	07/17/17 10:39AM	If you have any further questions, please see your advisor.
07/14/17 9:23AM	Change From	Major	BUSXGNRLBS	Business (General Business)-BS	Bachelor of Science	Approved	07/17/17 10:39AM	

Search
Plan
Enroll
My Academics

My Academics

Academic Requirements [View my advisement report](#)

What-If Report [Create a what-if scenario](#)

Advisors [View my advisors](#)

Transfer Credit [Evaluate my transfer credits](#)
[View my transfer credit report](#)

Course History [View my course history](#)

Transcript [View my unofficial transcript](#)
[Request official transcript](#)

Enrollment Verification [Request enrollment verification](#)

Graduation [Apply for graduation](#)
[View my graduation status](#)

[View my Advisor Notes](#)

My Program:

Current Academic Objective 1 of 2

[Requirement \(Catalog\) Term](#)

Career:	Undergraduate	
Program:	Undergrad Degree-FA	Summer 2017
Plan:	Business Admin (Marketing)-BS	Fall 2017

Graduation Status: Not Applied

Current Academic Summary

Last Term Registered:

Overall GPA:

SF State GPA:

Step 6 | Viewing Change of Major/Minor history

1. College advisors or administrators can view a student's **Change of Major/Minor** history.
2. Go to the Change of Major History page.
3. Under **Menu >> SF State >> Campus Solutions >> Academic Advisement >> Major Change – Advisor Review >> Change of Major History**

Main Menu > SF State > Campus Solutions > Academic Advisement > Major Change - Advisor Review > Change of Major History

4. The basic search criteria will be student ID, while the advanced search criteria include student first name and last name.
 - **Tip:** If the field(s) are left blank, the search will return **all** students.

Chg of Major History

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

▼ **Search Criteria**

Search by: begins with

[Search](#) [Advanced Search](#)

Step 7 | Editing Change of Major/Minor history

1. The **Change of Major History** page will display all the recorded transactions for a student, which includes the following Transaction Details:
2. Applied date and time, action, plan type, program, academic plan, plan description, status, comments, advisor/administrator that processed the request, last update, and time.

Change of Major History

Personalize | Find | View All | | | First 1-5 of 15 Last

Apply Date Time	Change Major Action	Academic Plan Type	Academic Program	Academic Plan	Description	Change Major Status	Comment	Processed By	Last Update Timestamp
1 06/21/17 5:12PM	Add	Minor	UGD	BUSANONEMN	Business Administration-MN	Canceled by Student			07/11/17 2:32PM
2 07/11/17 3:40PM	Change From	Major	UGD	BUSXACCTBS	Business (Accounting)-BS	Denied by College			07/11/17 3:45PM
3 07/11/17 3:40PM	Change To	Major	UGD	BUSXIBUSBS	Business (Intl Business)-BS	Denied by College	You do not meet the requirements for this major. 07/31/17		07/11/17 3:45PM
4 07/11/17 3:47PM	Change From	Major	UGD	BUSXACCTBS	Business (Accounting)-BS	Approved			07/11/17 3:53PM
5 07/11/17 3:47PM	Change To	Major	UGD	BUSXMKTBBS	Business Admin (Marketing)-BS	Approved			07/11/17 3:53PM