Registrar's Business Process Guide

How to Approve Majors or Minors (Advisor Perspective)

## Contents

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**

Main Menu ▾	>	SF State ▾	>	Campus Solutions ▾	>	Academic Advisement ▾	>	Major Change - Advisor Review ▾	>	Advisor Review search
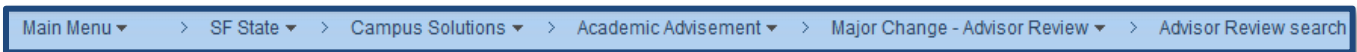
2. The **Change of Major Request Search** page displays the record of the request(s) including:
   - **Transaction details:** college, department, student ID, name, date/time, academic plan, and academic plan description.
   - **Needed action:** *N/A* indicates that no action is needed, as the request 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.

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.

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

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
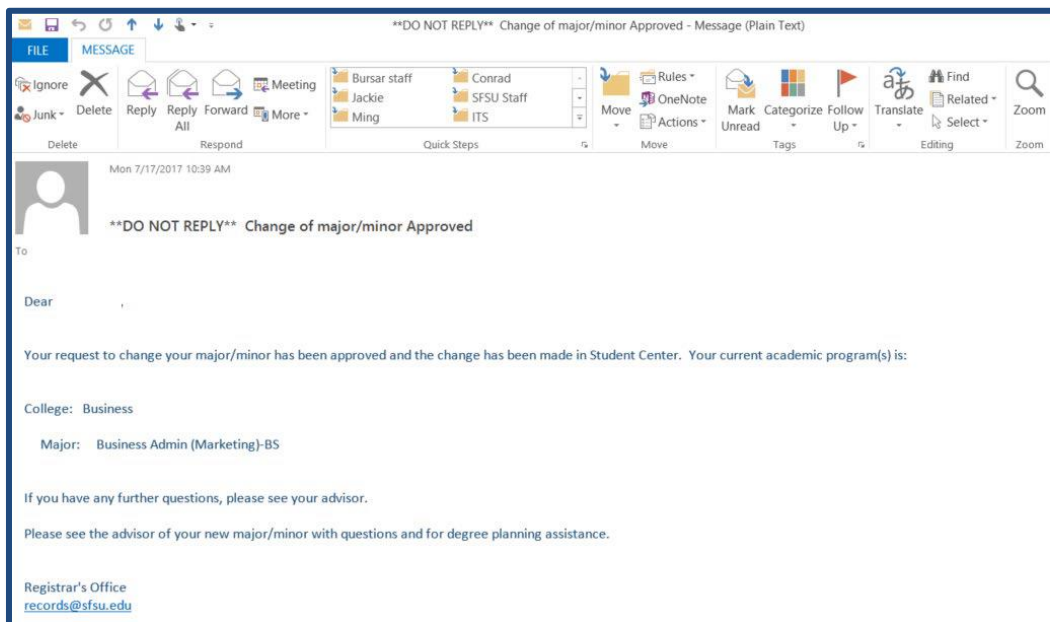   g. Any change history, specifically to the requested academic plan, for the student

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:

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**

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.

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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.

	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	BUSXMKTGBS	Business Admin (Marketing)-BS	Approved			07/11/17 3:53PM

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