

Change Major Guide

*Admins, review all submitted IUTs for your unit by opening the “Change Major Unit Approval” page:

UofL Custom Menu -> UL Student Records -> Use -> Change Major Unit Approval

Advisors:

UofL Custom Menu -> UL Student Records -> Use -> Change Major Dept Approval

This process will be navigated by the “Unit Status” column of the page. Each option in the dropdown menu will let you progress through the process in various ways. Below, you will find details describing when to use each option, as well as instructions on how to move forward.

“Unit Status”	Description of “Unit Status”	Communication
PENDING	-The Change Major request has been initiated and is waiting on a decision from you.	-Email to Unit Liaison -Email to Current Advisor
COMPLETED	-Use “Completed” for students who are able to declare the new major, and are NOT changing academic units. -Select the student’s name in order to pull up the “Student Program/Plan” area in Peoplesoft. A new tab will appear allowing you to change the Plan. -Complete the major change accordingly.	-Email to Student -Email to New Advisor
DEFERRED	-Use “Deferred” if you need to make a decision at a later date, such as the end of the semester. -Select the “Deferred Date” in the table. -Add your message to the student in “email comments” -When the deferred date arrives, you will receive an email reminding you to complete this process.	-Email to Student -Email to Current Advisor
DENIED	-Use “Denied” when you need to deny the student request. -Add a message to the student in “email comments” with reasoning	-Email to Student -Email to Current Advisor
REASSIGNED	-Use “Reassigned” when you need to send the request to another advisor or faculty member in order for them to make the decision. -Enter the User ID (e.g., ktlibe01) of the advisor/faculty member that the request is reassigned to. -Monitor student request to ensure it is completed.	-Email to Reassigned person
MULTI MAJ	-You will see “Multi Maj” if the student is <u>seeking admittance to two or more plans (majors/minors)</u> . -Re-assign the entire request to the appropriate person to make a decision on the first plan listed, and then re-assign to the next plan	See communication for: 1) Completed, 2) Denied, 3) Deferred, 4) Send Regtr

	<p>until comments have been made for ALL plans of interest (Approved, denied, deferred).</p> <p>-If the student is APPROVED for your plan and is changing colleges, please add Academic Standing AND Credit Hours Allowed in “Comments” not “email comments”. Also indicate the: Car Term, Prog Term, and Plan Term.</p> <p>-If the students is denied for the plan(s) you advise, add a message to the student in “email comments” explaining why they were denied.</p> <p>-If the decision will be deferred, do not select the checkbox, select a deferred date, and add a message to the student in “email comments”.</p> <p>-The last advisor to select the checkbox (approve) or leave an email comment (deny or defer) will finalize this process:</p> <p><u>Deferred</u> – if ANY plan decided to defer <u>Denied</u> – if ANY plan in the request is denied <u>Completed</u> – if you can approve all plans within unit. Update student program/plan. <u>Send Regtr</u> – if approved for plans and there is a unit change (formerly IUT)</p>	
SEND REGTR	<p>-Use “Send Regtr” when the student is approved for the major/minor and is <u>newly accepted to your unit</u> (formerly IUT).</p> <p>-Please remember to: 1) Add Academic Standing AND Credit Hours Allowed in “Comments” not “email comments”. 2) Add Career Term (GEN EDs), Program Term (College Requirements), and Plan Term (Major requirements)</p>	
NEED INFO	<p>-This will appear when the Registrar’s Office needs additional information in order to complete the request OR they need to send it back to the unit for them to deny.</p>	<p>-Email sent to person who sent to Registrar’s office (reassigned person OR unit liaison)</p>
REQ CANCEL	<p>-“Req Cancel” will appear if the student has initiated a cancellation of their request.</p>	
CANCELLED	<p>-“Cancelled” will appear if a request was initiated and cancelled. This will remain visible for record-keeping purposes.</p>	