Change of Major eform – Approval
Department Chairperson Tutorial
For Restricted Majors
The Worklist may still be accessed via the link on the MyHusky home page.

Instructions follow:
Department Chairpersons will have 2 ways to access the eForm for approval.

1. You will receive an email notification stating you have a pending worklist item that requires your attention. A link to the form will be in the body of the email notification. You must be logged into MyHusky BEFORE you click on the link.

2. You may also access your forms via the work list in your Faculty Center.
Worklist will allow you to access the links to the forms waiting for your approval. Click on “Chg Major eForm” under “Link” to open the form.
The pending Change of Major form will display with the student information, the major they are requesting to declare and the current major of the student.

Click **APPROVE** to accept the student into your major. Upon approval the form will route to the Registrar’s Office where it will be processed. Upon completion an email notification will be sent to the department chair, department secretary, student’s current advisor and the student.

Click **DENY** only if the student is being denied admission to your major.

- Recycle should *only* be used when faculty wish to communicate with the student or request further information from the student.
- Comments must be added when using recycle. Please be specific with questions or information for the student.
- Once recycled the form will be updated by the student and resubmitted to the department for approval.

Hold may be used to work on the form at a later time.

**CHANGE A MAJOR**
- The major the student wishes to declare will display in Select a Major to Add.
- Because the student is **CHANGING** a major you will also see the major the student has elected to DROP.
For students wishing to Add a Major, the Change of Major form will display with the student information and the major they are requesting to declare.

Click **DENY** only if the student is being denied admission to your major.

- Recycle should only be used when faculty wish to communicate with the student or request further information from the student.
- Comments must be added when using recycle. Please be specific with questions or information for the student.
- Once recycled the form will be updated by the student and resubmitted to the department for approval.

Hold may be used to work on the form at a later time.
Departments housing restricted majors will receive a Change of Major eForm for every student wishing to declare their major.

1. Upon submission by the student the form will route to the department chairperson.
   • The department chairperson will receive an email notification with a link to the form. The department chairperson is responsible for either approving or denying the request.
   • The department secretary will receive an email notification for every Change of Major request submitted to their department via the eForm. The department secretary will not have the ability to approve the form however they will be able to view the form. This notification is for informational purposes only. The department secretary can use the notification to track requests as part of the departments business practice for the approval process.

1. Upon approval of the department chairperson the form will route to the Office of the Registrar where the update to the student record will be made.
2. When the form has been processed by the Office of the Registrar another email notification will be sent to the department chairperson, department secretary, current student advisor and the student to inform them the process is complete and the change had been made.
3. If the request is denied an email notification will be sent to the student informing them of the decision of the department.