

# Change of Major eform – Approval

Department Chairperson Tutorial

For Restricted Majors



[Faculty Center](#) | 
 [Advisor Center](#) | 
 [Search](#)

[My Schedule](#) | 
 [Class Roster](#) | 
 [Grade Roster](#)

Faculty Center

### My Schedule

2017 Fall | Bloomsburg  
University of PA

Change Term

[View Personal Data Summary](#)

[My Exam Schedule](#)

Select display option

Show All Classes

Show Enrolled Classes Only

[Icon Legend](#)

[Class Roster](#)

[Grade Roster](#)

[Learning Management](#)

#### My Teaching Schedule > 2017 Fall > Bloomsburg University of PA

[Personalize](#) | 
 [View All](#) | 
 [Print](#) | 
 [First](#) | 
 1-4 of 4 | 
 [Last](#)

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
BIOLOGY 174-01 (2614)	ANATOMY PHYSIOL 2 (Lecture)	126	MoWeFr 12:00PM - 12:50PM	Hartline Science Center 0108	Aug 28, 2017- Dec 15, 2017
BIOLOGY 391-01 (3133)	RESEARCH IN BIO 2 (Independent Study)	1	TBA	Off Campus 0000	Aug 28, 2017- Dec 15, 2017
BIOLOGY 493-01 (3072)	HONORS IND STUDY (Independent Study)	1	TBA	Off Campus 0000	Aug 28, 2017- Dec 15, 2017
NATSCI 498-02 (2991)	INTERN N SCI & MATH (Supervision)	4	TBA	Off Campus 0000	Aug 28, 2017- Dec 15, 2017

[View Weekly Teaching Schedule](#)

[Go to top](#)

#### My Exam Schedule > 2017 Fall > Bloomsburg University of PA

You have no final exams scheduled at this time.

[Go to top](#)

Pending Change of Major requests can be viewed and worked on by clicking on Worklist

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

Worklist for

**Dr. Jones**

[Detail View](#)

Worklist Filters   Feed

Worklist Items							Personalize	Find	View All			First	1-2 of 2	Last	
From	Date From	Work Item	Worked By Activity	Priority	Link										
<b>John Smith</b>	09/28/2017	Notification Worklist		<input type="text"/>	<a href="#">Chg Major eForm - Form ID:13937</a>	<input type="text"/>						Mark Worked		Reassign	
<b>John Smith</b>	09/28/2017	Notification Worklist		<input type="text"/>	<a href="#">Chg Major eForm - Form ID:13938</a>	<input type="text"/>						Mark Worked		Reassign	

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.

Request a Change of Major



John Smith

STUDENT INFORMATION

Current Date 09/28/2017

Name John Smith

Empl ID 123456

Student Email js789@bloomu.edu

Student Phone 123-456-7890

CURRENT MAJOR/S MINOR/S

Type	Plan	Plan Description	Subplan	Subplan D
1 Major	CHEM-BS	Chemistry BS	CHEMBIO-BS	Biochemis

WHAT DO YOU WANT TO DO?

Only one change type per request.

Change a Major: Yes

Select a Major to Add: BIO-BS Biology BS  
 Academic Sub-Plan: BIOMIC-BS Microbiology  
 Select a Major to Drop: CHEM-BS Chemistry BS  
 Select a Sub Plan to CHEMBIO-BS Biochemistry  
 Drop:

**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.

COMMENTS

Search Approve Deny Recycle Hold

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

Request a Change of Major



STUDENT INFORMATION

Current Date 09/28/2017

Name Cody Pavlick

Empl ID 305248

Student Email crp69850@huskies.bloomu.edu

Student Phone 570/394-7015

CURRENT MAJOR/S MINOR/S

Type	Plan	Plan Description	Subplan	Subplan D
1 Major	CHEM-BS	Chemistry BS	CHEMBIO-BS	Biochemis

WHAT DO YOU WANT TO DO?

Only one change type per request.

Add a Major: Yes

Select a Major to Add: BIO-BS

Biology BS

Academic Sub-Plan: BIOMIC-BS

Microbiology

**ADD A MAJOR**

- The major the student wishes to declare will display in Select a Major to Add.
- Because the student is ADDING a major this is the only information that will display.

COMMENTS

Search Approve Deny Recycle Hold

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 **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 and 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

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.