Minors

Approval process for requests to declare a Minor.
MINORS

- All requests to declare a Minor require approval of the Minor coordinator
- Upon submission of a request to declare a Minor the coordinator will receive a worklist item via email with a link to the form and the department secretary for the Minor will receive an email notification that the request was submitted.
The Worklist may still be accessed via the link on the MyHusky home page.

Instructions follow:
### Worklist

#### Worklist for 123456: Robert Jones

<table>
<thead>
<tr>
<th>From</th>
<th>Date From</th>
<th>Work Item</th>
<th>Worked By Activity</th>
<th>Priority</th>
<th>Link</th>
<th>Personalize</th>
<th>Find</th>
<th>View All</th>
<th>First</th>
<th>1-5 of 5</th>
<th>Last</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Smith</td>
<td>02/20/2017</td>
<td>Notification Worklist</td>
<td></td>
<td></td>
<td>Chg Major eForm - Form ID:13871</td>
<td></td>
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<td>Notification Worklist</td>
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</table>

#### Instructions

- Click on Worklist to access forms pending your approval.
- After you click Worklist you will see your pending forms. Click on the form link to open the form.
Click approve to accept the student into your minor. 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 minor approver, department secretary, student’s current advisor and the student.

Click deny only if the student is being denied admission to your minor.

- 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 form for approval.

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