

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.



Worklist

Worklist for **123456 : Robert Jones**

[Detail View](#)

Worklist Filters [Feed](#) ▾

Worklist Items						Personalize Find View All First 1-5 of 5 Last	
From	Date From	Work Item	Worked By Activity	Priority	Link		
John Smith	09/26/2017	Notification Worklist		<input type="text"/>	Chg Major eForm - Form ID:13871	Mark Worked	Reassign
John Smith	09/26/2017	Notification Worklist		<input type="text"/>	Chg Major eForm - Form ID:13873	Mark Worked	Reassign
John Smith	09/28/2017	Notification Worklist		<input type="text"/>	Chg Major eForm - Form ID:13927	Mark Worked	Reassign
John Smith	09/28/2017	Notification Worklist		<input type="text"/>	Chg Major eForm - Form ID:13930	Mark Worked	Reassign
John Smith	10/05/2017	Notification Worklist		<input type="text"/>	Chg Major eForm - Form ID:13970	Mark Worked	Reassign

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.

STUDENT INFORMATION

Current Date 10/05/2017

Name: **John Smith**

Empl ID **123456**

Student Email **js123 @huskies.bloomu.edu**

Student Phone 570 **987-6543**

CURRENT MAJOR/S MINOR/S

Type	Plan	Plan Description	Subplan	Subplan D
1 Major	BIO-BS	Biology BS	BIOENV-BS	Environme

WHAT DO YOU WANT TO DO?

Only one change type per request.

Add a Minor: Yes

Select a Minor to Add: CHEM-M

Chemistry Minor

COMMENTS

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 for approval.

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