

# CHANGE OF MAJOR

## DIRECTOR OF PROGRAM/DESIGNEE OF DIRECTOR TUTORIAL

1. When a student makes a request to change their major within your academic organization, you will receive an automatic email denoting this request from [registrar@usm.edu](mailto:registrar@usm.edu) with the subject line **"Student requesting to change major."**

- The email will only be sent to those program directors and the designees of the specific organization the student requested.

Reply Reply All Forward



registrar@usm.edu

Student requesting to change major

To

ID:

Name:

The above student has submitted a request to change their major to the following:

Program: UBEO

Plan: BSCBS

Date the request was submitted: 2019-08-28

Term: 4201

Campus: HBG

Please log into SOAR and navigate to your Worklist to approve or deny this request. Please note that if you choose to deny the request, you must enter comments for the student explaining why the request was denied.

2. Log into SOAR and visit your Worklist.
  - SOAR pathway: Navigator > Worklist > Worklist
3. Any students who have requested to change their major to your program will appear in your worklist with a **USM\_CHG\_MAJOR link**. Click the link to begin reviewing.

### Worklist

Worklist for SAMPLE PROGRAM DIRECTOR

Default View

Worklist Filters  Feed

From	Date From	Work Item	Worked By Activity	Priority	Link		
SAMPLE STUDENT	08/28/2019	Approval Fixating	Approval Workflow		<a href="#">USM_CHG_MAJOR_123</a> <a href="#">USM_CHG_MAJOR_2019-03-01_N</a> <a href="#">CLERK101020802116914201</a> HOC:RA.U.U.	Mark Worked	Response

4. The screen will display student information vital for determining if your department will allow the student to change to the major within your department/school.
  - i.e. Southern Miss GPA, campus, term change requested, etc.

Student Change of Major Request

ID: 10050889      First Name: Kaitlyn      Last Name: Bradford

Institution - Univ of Southern Mississippi

Career - Undergraduate

Program - Biological Sciences - CMB

Major - Bio Sci (Biomedical Sci) BS

GPA:      Campus: HBG

Academic Program Requested: USEC      Biological Sciences - EOB      Date Change Requested: 08/28/2019

Academic Plan Requested: BSCBS      Biological Sciences BS      Term Change Requested: 4201 | Fall 2019-2020

Provide comments for the student regarding the decision. If denied, a comment justifying why the request was denied is required. Any comment listed below will be visible to the student.

Approved   
 Denied   
 Date:

5. Program Directors/Designees will have the option of **approving** or **denying** the request.
  - If a request is **denied**, Program Directors/Designees must provide justification to students as to why the request was denied. **REMEMBER: all comments placed in the justification box is visible to the student.**
    - + **EXAMPLE 1:** Student selects Music (Performance-Strings) BM as desired major. Program Directors/Designees may use this justification box to denote that the student has not auditioned for this program yet and can provide instructions on how student can sign up to audition.
    - + **EXAMPLE 2:** Student selects Kinesiology (Kinesiotherapy) BS as desired major. Program Directors/Designees may use this justification box to denote that the student does not currently meet the minimum program curriculum GPA of 2.5 or above.
  - For programs that are “gateway” programs (have additional requirements for entering their major), it is recommended that Program Directors/Designees not automatically deny the student’s request but use the justification box to denote which program students can temporarily be placed into until requirements are met.
    - + **EXAMPLE 1:** Student selects Elementary Education BS as desired major but doesn’t meet Gold Card requirements. Program Directors/Designees can select **approved** but denote in justification box that student will be placed in UCFS/CHFMSTCDBS Child and Family Studies (Child Development) BS, Elementary Education *subplan* until Gold Card requirements are met. By making this notation, the DPS of the academic college will place the student in the Child and Family Studies (Child Development) BS, Elementary Education subplan.
    - + **EXAMPLE 2:** Student selects Nursing BSN as desired major but doesn’t meet requirements. Program Directors/Designees can select **approved** but denote in justification box that student will be placed in UHS/HSCHSBS Health Sciences (Health Care Studies) BS, Nursing *subplan* program until student is admitted into Nursing School. By making this notation, the DPS of the academic college will place the student in the Health Sciences (Health Care Studies) BS, Nursing subplan.
6. Once a decision is made, click the yellow **submit button** at the bottom of the page. The request will then automatically be forwarded to the appropriate Degree Progress Specialist in the Office of Degree Progress and the item will be removed from your worklist.