Change My Major

BOISE STATE UNIVERSITY

Department

Users Guide
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**Uses For Change My Major**

**Students**  
*Change My Major* is used by undergraduate students to add or drop a major, minor or certificate. The application is not intended for students to test potential plan changes. In fact, this can have **negative impacts** for a student. Students should communicate with their advisor and use the What If Report in
their Student Center to assess what changes they want to make. Once they have finalized their decision, students should use **Change My Major** to make the changes. Students can access **Change My Major** when they log in through the Change Major link in MyBoiseState.

**Departments**

**Change My Major** is used by assigned staff within departments to review students’ major change requests and to view reports of students who have recently added, dropped, or been denied permission to add a major within your department. You are also able to assign advisors for students whose major changes have been approved. Reports are available summarizing which students added, dropped or had a major change request denied. You access **Change My Major** through the Change Major link in MyBoiseState under Employee Resources.

**Change My Major and PeopleSoft**

**Change My Major** is linked to PeopleSoft and automatically pulls student, plan, program, and advisor information into the application. It also pulls department information including majors, minors, and certificates and designated advisors from PeopleSoft. When a major change request is finalized, updates to the student’s majors and a new appropriate advisor are automatically assigned in PeopleSoft. An updated Academic Advisement Report is automatically generated after close of business that day. The application also generates e-mail communications to both students and departments, keeping them informed of where the major change request is in the process. A record of these communications is not kept in the student’s PeopleSoft data.

**High and Low Intervention**

**Change My Major** processes major change requests differently depending on whether the major, minor or certificate the student wants to add is high intervention or low intervention, and on whether the student is high intervention or low intervention. Your department determines whether your majors, minors, and certificates are high or low intervention. This status is set for each plan at the University Level. A high intervention student is one who has violated the University Repeat Policy (RRX) or the
University Withdrawal Policy (RWX) and has a service indicator on their account. The chart and steps below indicate how Change My Major processes different requests based on these factors.

<table>
<thead>
<tr>
<th>STUDENT STATUS</th>
<th>MAJOR, MINOR, CERTIFICATE STATUS</th>
<th>DEPARTMENT APPROVAL OF MAJOR CHANGE REQUEST REQUIRED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Low</td>
<td>Low</td>
<td>No</td>
</tr>
<tr>
<td>Low</td>
<td>High</td>
<td>Yes</td>
</tr>
<tr>
<td>High</td>
<td>Low</td>
<td>Yes</td>
</tr>
<tr>
<td>High</td>
<td>High</td>
<td>Yes</td>
</tr>
</tbody>
</table>

**Steps To Change A Major**

**Requests Which Do Not Require Department Approval**

1. Student communicates with advisor regarding potential major changes
2. Student runs What If report to see the impacts on the courses they have already taken and the course they would need to take if they make changes to their major
3. Student decides on the major changes they want to make
4. Student submits major change request using Change My Major
5. PeopleSoft automatically records the major changes in the student’s record. A new career will be added if warranted.
6. Student receives a screen message on Change My Major informing them that their major has been processed
7. PeopleSoft automatically assigns a new advisor if the major changes warrant it
8. Student receives an automatically generated e-mail informing them that their major is now changed
9. Student, through a link on Change My Major, views their Academic Advisement Report to confirm that the changes they requested have been made
10. Student, through a link on Change My Major, checks their Student Center to see new advisors if any
11. Department can review which students have added or dropped plans owned by their department using reports in Change My Major
12. PeopleSoft automatically generates a new Academic Advisement Report the night the request is processed
Requests Which Require Department Approval

1. Student communicates with advisor regarding potential major changes
2. Student runs What If report to see the impacts on the courses they have already taken and the course they would need to take if they make changes to their major
3. Student decides on the major changes they want to make
4. Student submits major change request using Change My Major
5. Student receives a screen message on Change My Major informing them that their major change request requires department approval, that the department has been notified of their request, and that until their change request has been reviewed, their existing major is still in place
6. Student receives an automatically generated e-mail informing them that their major change request has been sent to the appropriate department and they will soon be receiving an e-mail from the department regarding the approval or denial of their request
7. Department receives an automatically generated e-mail notifying them that there is a major change request which requires their review
8. Department approves or denies the major change request using Change My Major

If the request is approved

9. Change My Major automatically assigns the default advisor for the plan. Department can select a different advisor before approving the major change request.
13. PeopleSoft automatically records the major changes in the student’s record. A new career will be added if warranted.
10. PeopleSoft automatically records the new advisor
11. Student receives an automatically generated e-mail informing them that the department approved their request and their major is now changed
12. Student, through a link on MyBoiseState, views their Academic Advisement Report to confirm that the changes they requested have been made
13. Student, through a link on MyBoiseState, checks their Student Center to see new advisors if any
14. Department can review which students have added, dropped, been approved, or been denied for plans owned by their department using reports in Change My Major
15. PeopleSoft automatically generates a new Academic Advisement Report the night the request is processed

If the request is denied

9. Student receives an automatically generated e-mail informing them that their request is denied and their original major is still in effect
10. No information is changed in PeopleSoft
11. Department can review which students have added, dropped, been approved, or been denied for plans owned by their department using reports in Change My Major

12. PeopleSoft automatically generates a new Academic Advisement Report the night the request is processed

Setting-Up Change My Major

Change My Major is setup at a University Level and is fully functional at this level for both students and departments. However, the following components of the application are customizable at the Department Level and Plan Level.

- The text of e-mails sent to students
- The e-mail address for departments and plans (plans include majors, minors and certificates)
- The list of advisors departments can assign to students

You can use the Change My Major Set-Up Checklist at the end of this documentation to make sure your department is ready

University Level Settings

By default, all settings throughout Change My Major are at the University Level settings

→ Department Staff Security

Department staff with security to the previous Change Major application will have security in Change My Major to customize Department Level and Plan Level settings and to approve or deny major change requests.

Use the Office of Information Technology Self Service Accounts Service to add or remove security to Change My Major for department staff

→ Low Intervention and High Intervention Plan Status

All majors, minors and certificates will be identified in Change My Major as high intervention or low intervention per the current designation approved through the Curriculum Change process.

Use the Curriculum Change process to change the intervention status of a specific plan. Once an intervention status change is approved through this process, the Registrar’s Office will make the change in Change My Major and notify you when the change will take effect in Change My Major.
On-Screen Messaging

The on-screen messaging is not available for minor wording changes.

If the wrong message is appearing on the screen or the information is factually inaccurate, please contact the Registrar’s Office.

Department Level and Plan Level Settings

It is not necessary to customize the Department Level and Plan Level settings. The University Level settings will communicate to students the basic information they need to complete their major change request. If you choose to make customizations, you can do it at the Department Level, Plan Level, or a combination of both. The chart below will help you decide at what level to make customizations.

<table>
<thead>
<tr>
<th>If you ------------ don’t change Department Level settings</th>
<th>and you ------------ don’t change Plan Level settings</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Then</strong> ------------ University Level settings will be used for each plan within your department</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>If you ------------ change Department Level settings</th>
<th>and you ------------ don’t change Plan Level settings</th>
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</table>

<table>
<thead>
<tr>
<th>If you ------------ don’t change Department Level settings</th>
<th>and you ------------ change Plan Level settings for each plan</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Then</strong> ------------ Plan Level settings will be used for each plan in your department</td>
<td></td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>If you ------------ don’t change Department Level settings</th>
<th>and you ------------ change Plan Level settings for some plans</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Then</strong> ------------ Plan Level settings will be used for each plan you customize</td>
<td></td>
</tr>
<tr>
<td><strong>and</strong> ------------ University Level settings will be used for each plan you didn’t customize</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>If you ------------ change Department Level settings</th>
<th>and you ------------ change Plan Level settings for some plans</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Then</strong> ------------ Plan Level settings will be used for each plan you customize</td>
<td></td>
</tr>
<tr>
<td><strong>and</strong> ------------ Department Level settings will be used for each plan you didn’t customize</td>
<td></td>
</tr>
</tbody>
</table>
If you change Department Level settings and you change Plan Level settings for each plan Then Plan Level settings will be used for each plan in your department

To make customizations at the Department Level or the Plan Level select Manage Settings from the Home Screen

→ E-mails Sent To Students

The following e-mails are available to customize

  Academic Plan Request E-mail Text
  Approved E-mail Text
  Denied E-mail Text

The text in the University Level e-mails to students is carefully worded to include information and instructions pertinent to the student’s major change request. In some e-mails, departments are referenced as “The Department”. However, no specific department names or information are used. If you choose to customize an e-mail, please include the information and instructions regarding the student’s major change request.

To customize an e-mail with Department Level information:

1. Select Department Settings from the home screen
2. Click the Department Settings tab
3. If you have security for more than one department, click on the department under Select A Department
4. Select the e-mail you want to customize under Select A Setting
5. The information above the e-mail tells you the recipient and the purpose of the e-mail
6. The text in the message box is the University Level message
7. Edit the e-mail text. You can insert PeopleSoft data fields by using the buttons with the field names on the tool bar. You can insert an internet or e-mail link using the ∞ button on the tool bar. Remember to retain the important major change process information in the e-mail text.
8. Select Preview
9. If you are satisfied with your customization, select Submit
10. You will see a message informing you if your changes were successfully saved
To customize an e-mail with Plan Level information:

1. Select Department Settings from the home screen
2. Click the Plan Settings tab
3. Select the plan from the Select A Plan box
4. Select the e-mail you want to customize under Select A Setting
5. The information above the e-mail tells you the recipient and the purpose of the e-mail
6. The text in the message box is the University Level message
7. Edit the e-mail text; you can insert PeopleSoft data fields by using the buttons with the field names on the tool bar. You can insert an internet or e-mail link using the ∞ button
on the tool bar. Remember to retain the important major change process information in the e-mail text.

8. Select Preview
9. If you are satisfied with your customization, select Submit
10. You will see a message informing you if your changes were successfully saved

Department E-mail Address

The department e-mail address is initially set to the e-mail address used in the previous Major Change application. All department plans are set to use this e-mail address as well.

To change the e-mail address at the Department Level:

1. Select Department Settings from the home screen
2. Click the Department tab
3. If you have security for more than one department, click on the department under Select A Department
4. Select E-mail Address under Select A Setting
5. Enter the correct e-mail address
6. Submit
To change the e-mail address at the Plan Level:

1. Select Department Settings from the home screen
2. Click the Plan Settings tab
3. Select the plan from the list on the bottom left
4. Select E-mail Address under Select A Setting
5. Enter the correct e-mail address
6. Submit
Advisor List

The University Level advisor list includes all faculty and staff given the role of advisor in PeopleSoft. The list will include any faculty and staff from your department with an advisor status in PeopleSoft and any faculty and staff with university level advisor status. The list can be quite long. This information can be customized only at the Plan Level.

To customize the list to show only faculty and staff advisors you want to select from at the Plan Level:

1. Select Manage Settings from the home screen

2. Click the Plan Settings tab
3. If you have security for more than one department, click on the department under Select A Department
4. Click on the plan you wish to customize under Select A Plan
5. Select Custom Advisor List under Select A Setting
6. Find or search for the name of the advisor you want to add in the grey Available Advisors box

7. Add the advisor by clicking the plus or dragging their box to the blue Custom Advisor List box
8. You can remove an advisor from the blue Custom Advisor List box by clicking the trash can or dragging their box back to the full list on the right.
9. When you are satisfied with the list in the blue Custom Advisor List, select Submit
10. You will receive an on screen message letting you know your settings were successfully updated

Approving and Denying Major Change Requests

You are required to approve or deny major change requests for high intervention plans and from high intervention students. All department staff with security to Change My Major will have the rights to review and approve or deny requests. How you customize your Department Level and Plan Level e-mail address settings will determine who receives notification when a request is ready to review.

To review and approve or deny a major change request:

1. Select Manage Requests from the Home Page

2. If you have security for more than one department, select the department from the Select A Department box. The number beside the box indicates how many requests are pending for that department.
3. The list of requests will show in the blue Pending box. Using the Filter tab you can:
   - Search the list by a student’s name
   - Search the list by a student’s ID
   - Filter the list by plan

   Using the Sort tab you can sort the list by:
   - Date
   - Plan
   - Students’ last name
   - Students’ GPA
   - Students’ holds

4. Review the student’s major change request and academic information using the information in each students listing
Each student listing shows:
  - The major they are requesting to add
  - The advisor from their current major
  - The date of their request
  - Their name
  - Their ID
  - Their e-mail address
  - Their GPA
  - The number of units completed

5. If you are going to approve a student’s request and you do not want them to be assigned the default advisor for the plan they are requesting, change their advisor while their student listing is still in the Pending box.

6. To approve the student’s request click the ✓ next to the student’s name or drag the student’s listing to the Approve box.

7. To deny the student’s request click the ☒ next to the student’s name or drag the student’s listing to the Deny box.

8. To remove a student from the Approve or Deny box you can select the trash can or drag student’s listing back to the Pending box.

9. You can move a student from the Approve box to Deny box by dragging their student listing.

10. When you have finalized the student listings in the Approve and Deny box, select Submit.
   For approved students, this will trigger Change My Major to send the Approved E-mail and PeopleSoft to update the student’s major and advisor.
   For denied students, this will trigger Change My Major to send the Denied E-mail. No PeopleSoft updates are triggered.
Assigning Advisors

Through Change My Major, you can assign a new advisor for students requesting approval for a plan your department owns and for any student already in a plan your department owns.

Assigning An Advisor For A Student With A Major Already

1. Select Change Advisors from the Home Page

2. Enter the student’s ID in the search field

3. The student’s major and advisor show in the second blue box.

4. Select the ▼ beside the current advisors name

5. Select Get Full Advisor List
6. If you have customized the advisor list for the student’s major, you custom list will show. If not, the full list will show.

7. Look in the list or search for the advisor you want

8. Submit

Assigning An Advisor For A Student Requesting A Major Change

1. Follow the approving and denying major change requests process through Step 4

2. Select the ▼ beside the current advisors name
9. Select Get Full Advisor List

10. If you have customized the advisor list for the student’s major, your custom list will show. If not, the full list will show.

11. Look in the list or search for the advisor you want

12. Submit

13. Return to step 4 in the approving and denying major change requests process

14. Submit

Running Reports

1. COMPLETE STEPS WHEN REPORTS ARE IN TEST
Impacts Of Using Change My Major To Assess Possible Major Changes

**PeopleSoft**
Each time a major change is submitted through Change My Major, whether automatically approved or approved by a department, PeopleSoft adds a new row to the student’s plan record. Each time a student makes a change that impacts the degree they are seeking, bachelor or associates, PeopleSoft adds a new row to the student’s program record. So, if a student changes their mind several times over a short period of time, each change will be part of their official record.

**Financial Aid**
Depending on the major, minor or certificate added or dropped, the level of financial aid and the type of loans for which the student is eligible may be impacted. If a student uses Change My Major in combination with their Academic Advisement Report to test different major options, the change becomes a part of the student’s official record in PeopleSoft. The Financial Aid Office uses the most up-to-date data in PeopleSoft on a daily basis for various processes. Depending on the timing of the student’s major change and the financial aid processes, data could be reported that is detrimental to the student.

**National Student Clearinghouse Reporting**
The National Student Clearinghouse is a third party vendor hired by Boise State University to gather specific student data used by federal government for financial aid and by the student for employment and other purposes. Reports to the National Student Clearinghouse include each major a student has and the date the student declared that major. So, if a student uses Change My Major in combination with their Academic Advisement Report to test different major options and changes their mind several times each change will be part of their National Student Clearinghouse record.

**Change My Major Set-Up Checklist**

- Review and update staff security to access Change My Major
  
  Determine who within your department is going to review plan change requests
  Submit security request changes through the Office of Information Technology

- Review the high and low intervention plan designation for majors, minors and certificates owned by your department
  
  Submit requests to make changes to the Curriculum Committee
→ Review and customize your Department Level and Plan Level e-mail addresses
  Determine at what level requests are going to be reviewed

→ Review and customize the text of your Department Level and Plan Level e-mails

→ Set up your advisor lists at the Department Level and Plan Level

  Contact the Registrar’s Office to request changes to staff’s advisor status
## E-Mail and Message Reference Guide

<table>
<thead>
<tr>
<th>Type</th>
<th>Message E-mail Name</th>
<th>Use</th>
<th>Message Title E-mail Subject Line</th>
<th>Text</th>
</tr>
</thead>
<tbody>
<tr>
<td>E-Mail</td>
<td>D - Change Major Request E-mail</td>
<td>Sent to department when a student has requested a major change that requires department review.</td>
<td>On Line Major Change Request For Your Department</td>
<td></td>
</tr>
</tbody>
</table>

{{StudentFirstName}} {{StudentLastName}} has requested to be accepted in the {{RequestedPlan}} plan. The Change My Major request was made on {{Date}}. {{StudentFirstName}} has been notified by e-mail that the request has been sent to your department.

Please log into Change My Major and approve or deny the request. Instructions are available on the application, however if you have questions, please contact the Registrar’s Office at (208) 426-4249. When you submit your approval or denial, {{StudentFirstName}} will automatically receive an e-mail from the your department informing them of your decision.

{{StudentFirstName}}'s contact information is:

{{StudentFirstName}} {{StudentLastName}}
{{StudentEmplId}}
{{StudentE-mail}}

Thank you,
Registrar's Office
| E-Mail | R - Athlete Approved E-mail | Sent to the Registrar's Office when an athlete's major change is approved. | Student Athlete Plan Change Approved | Dear Registrar's Office,

Student Athlete {{StudentFirstName}} {{StudentLastName}}’s ({{StudentEmplId}}) request on {{Date}} to be admitted into the {{To Plans}} plan has been approved.

Their previous plan was:
{{From Plans}} |
| E-Mail | R - Athlete Denied E-mail | Sent to the Registrar's Office when an athlete's major change is denied. | Student Athlete Plan Change Denied | Dear Registrar's Office,

Student Athlete {{StudentFirstName}} {{StudentLastName}}’s ({{StudentEmplId}}) request on {{Date}} to be admitted into the {{To Plans}} plan has been denied.

Their plans remain:
{{From Plans}} |
| E-Mail | R - Athlete Request E-mail | Sent to the Registrar's Office when an athlete has submitted a major change request which requires review. | Student Athlete Requested Plan Change | Dear Registrar's Office,

Student Athlete {{StudentFirstName}} {{StudentLastName}} (Student ID: {{StudentEmplId}}) has initiated the following plan changes on {{Date}}:

**Previous Plans**
{{From Plans}}

**Current Plans**
{{To Plans}}}
<table>
<thead>
<tr>
<th>E-Mail</th>
<th>S - Request</th>
<th>Sent to students when their major changed request was approved by the department.</th>
<th>On Line Major Change Request Approved</th>
<th>{{StudentFirstName}}</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Approved E-mail</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Congratulations, your major change request has been approved. All of the changes you requested on {{Date}} through Change My Major have been processed.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Please go to your Student Center and generate your Academic Advisement Report to make sure your changes are reflected. You can also see how the changes you made impact the courses you have already taken and the courses you are required to take. If your changes included adding or dropping a major, please check your new advisor assignment.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>If you have any questions regarding your new major, please contact the department.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Thank you</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>E-Mail</th>
<th>S - Request</th>
<th>Sent to students when their major changed request was denied by the department.</th>
<th>On Line Major Change Request Denied</th>
<th>{{StudentFirstName}}</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Request Denied</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>E-mail</td>
<td></td>
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<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Your request to change your major has been denied by the department. The changes you requested through the Change My Major application on {{Date}} have not been processed. You are still enrolled in your original major. If you have any questions regarding your denied request, please contact the department.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Thank you</td>
<td></td>
<td></td>
</tr>
<tr>
<td>E-Mail</td>
<td>S - Request Pending Approval E-mail</td>
<td>Sent to students when their major changed request has been sent to the department for review.</td>
<td></td>
<td></td>
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<td>----------------------------------------------------------------------------------</td>
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<tr>
<td></td>
<td>On Line Major Change Request Is Being Reviewed</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>E-Mail</td>
<td>S - Request Processed E-mail</td>
<td>On Line Major Change Request Approved</td>
<td></td>
<td></td>
</tr>
<tr>
<td>--------</td>
<td>-----------------------------</td>
<td>--------------------------------------</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
|        | Sent to students when the system has processed their major change request that does not require department review. | {{StudentFirstName}}

Thank you for submitting your major change request. Your request has been processed.

Please go to your Student Center and generate your Academic Advisement Report to make sure your changes are reflected there. You can also see how the changes you made impact the courses you have already taken and the courses you are required to take.

If your changes included adding or dropping a major, please check for your new advisor assignment.

Thank you,

Registrar’s Office

<table>
<thead>
<tr>
<th>Message</th>
<th>D - Cannot Assign Advisor For Student</th>
<th>Ineligible Advisor</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Shown when a staff member tries to assign an advisor who is not eligible to advise a student in the plan selected</td>
<td>This person is not identified in PeopleSoft as an academic advisor for this plan. To request that this person be assigned an advisor role for this plan, contact the Registrar's Office at (208) 426-4249.</td>
</tr>
<tr>
<td>Message</td>
<td>D - Cannot Edit Other Dept.</td>
<td>Shown when a staff member tries to edit an e-mail from another department or information regarding another department</td>
</tr>
<tr>
<td>------------</td>
<td>----------------------------</td>
<td>-------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Message</td>
<td>D - Cannot Make Dept. Change</td>
<td>Shown when a department administrator does not have security to make change.</td>
</tr>
<tr>
<td>Message</td>
<td>D - Cannot View Dept. Info</td>
<td>Shown when a department administrator does not have security to view department information.</td>
</tr>
<tr>
<td>Message</td>
<td>D - Change Successful</td>
<td>Shown when a department setting was updated.</td>
</tr>
<tr>
<td>Message</td>
<td>D - Change Unsuccessful</td>
<td>Shown when a department setting was not successfully updated</td>
</tr>
<tr>
<td>Message</td>
<td>D - Editing Info</td>
<td>Shown on the Editing E-mail page.</td>
</tr>
<tr>
<td>---------</td>
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<tr>
<td>Message</td>
<td>D - Invalid Student</td>
<td>Shown when a staff member enters an invalid student ID number when trying to change an advisor.</td>
</tr>
<tr>
<td>Message</td>
<td>General Error</td>
<td>This error is shown on the general error page.</td>
</tr>
<tr>
<td>Message</td>
<td>I - Assign Advisor</td>
<td>Instructions for assigning an advisor. Departments can open from the Advisor page within the application.</td>
</tr>
<tr>
<td>Message</td>
<td>I - Changing Major</td>
<td>Instructions for using the Change My Major application. Students can open from the Change Major page within the application.</td>
</tr>
<tr>
<td>---</td>
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</tr>
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<td></td>
<td></td>
<td>To add a major, minor or certificate to your proposed list: Locate the plan you want to add in the grey column on the right. Click on the add button or drag the name to the blue column on the left. The plans with a flag require department approval.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>To submit your changes: Confirm that the list in the blue column on the left is correct. If it is, click Submit. If you have selected a flagged plan, the system will automatically notify the department that you are seeking approval. If the list is not what you want, continue to delete and add plans until it is correct. To go back to your current majors, minor and certificates, click Start Over. If you decide to keep your current plans, click Cancel.</td>
</tr>
<tr>
<td>Message</td>
<td>I - Custom Advisor List</td>
<td></td>
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<tr>
<td>Instructions for creating custom advisor lists. Departments can open from the Create Advisor Lists page within the application.</td>
<td>Customizing Your Advisor List</td>
<td></td>
</tr>
<tr>
<td>Select Dept Settings. Click on the Plan Settings tab. Select your plan. Select Custom Advisor List. To remove an advisor for your list: Find the advisor's name in the Custom Advisor List and click the trash can next to their name. Then Submit. That name will be moved from the Custom Advisor List to the Available Advisors List.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>To add an advisor to your list: Find the advisor's name in the Available Advisor List and click the + next to their name. Then Submit. That name will be moved from the Available Advisors List to the Custom Advisor List. If the name is not on the Available Advisors List call the Registrar's Office at (208) 426-4249 to have the name added.</td>
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<td></td>
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</tbody>
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<table>
<thead>
<tr>
<th>Message</th>
<th>I - Major Change Request</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructions for requesting a major change. Students can open from the Change Major page within the application.</td>
<td>Changing Your Major</td>
</tr>
<tr>
<td>In the blue Pending box is a list of students who have requested to be admitted into a high intervention plan in your department. On this screen you can approve or deny each request. In addition, you can change the default advisor for those students whose request you approve. Please note, if you wish to change the advisor, you must do this before you approve the request.</td>
<td></td>
</tr>
<tr>
<td>To change the default advisor for an individual student: Click on the arrow next to the default advisor's name. Select or search for the name of the appropriate advisor.</td>
<td></td>
</tr>
</tbody>
</table>
To change the default advisor for all pending requests for the same plan to the same advisor: Select More from the Pending menu bar. Select the appropriate plan. Select or search for the name of the appropriate advisor. Your selection will turn darker. Click OK.

To approve a request: Click the check next to the student's name or drag the student's blue box into the Approve box.

To deny a request: Click the circle with slash next to the student's name or drag the student's blue box into the Deny box.

To remove a request from the Approve or Deny Box: Click on the trash can next to the student's name or drag the name back to the Pending box. The name will reappear in the Pending box.

To finalize your approvals and denials: Click Submit. Once you have submitted your reviews, the students will receive an e-mail notifying them of your decision.
Welcome to Change My Major. Through this application, undergraduate degree seeking students can add, drop or change majors, minors and certificates.

PLEASE NOTE: Before making any changes here, please consult with your advisor. You can also use the What-If Report in your Student Center to see what implications the changes you are considering will have on your overall academic progress. Change My Major should only be used to make your change request.

PLEASE NOTE: Do not request a major and a minor in the same plan. For example: Biology major and Biology minor.

Below you will find your current majors,
<table>
<thead>
<tr>
<th>Message</th>
<th>S - Assoc With Certificate</th>
<th>Shown when student in an associate program only selects only a certificate.</th>
<th>Unable To Complete Your Request</th>
<th>Associate Degree seeking students are not eligible to declare a certificate. You must be pursuing a Bachelor’s Degree or have completed a degree to declare a certificate.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Message</td>
<td>S - Assoc With Minor</td>
<td>Shown when a student in an associate program only selects a minor.</td>
<td>Unable To Complete Your Request</td>
<td>Associate Degree seeking students are not eligible to declare a minor. You must be pursuing a Bachelor’s Degree to declare a minor.</td>
</tr>
<tr>
<td>Message</td>
<td>S - Change Major Success</td>
<td>Shown when a student successfully submits their major change request.</td>
<td>Your Major Change Has Been Submitted</td>
<td>If there are no plans listed in the tan Pending Review box above, your major is now updated. Navigate to your Student Center and check your Advisement Report to make sure your changes are reflected and to view any new course requirements. If your changes include adding or dropping a major, please check your advisor assignment.</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>If you have plans in the tan Pending Review box above, you will receive an e-mail from the department informing you if your request has been approved or denied. Based on that review your request will be automatically processed or your major will be retained.</td>
</tr>
<tr>
<td>Message</td>
<td>S - Graduate Student</td>
<td>Shown if student is a graduate student.</td>
<td>Unable To Complete Your Request</td>
<td>Graduate students are not able to use this application to change majors. Please request a major change by submitting a new Graduate application. For more information, go to <a href="http://graduatecollege.boisestate.edu/howtoapply/">http://graduatecollege.boisestate.edu/howtoapply/</a></td>
</tr>
<tr>
<td>Message</td>
<td>S - High Intervention Plan</td>
<td>Shown if the plan a student selects is high intervention.</td>
<td>Department Approval Required</td>
<td>Declaring this major requires department approval. When you select Submit, the appropriate department will receive notification of your request. Once the department has reviewed your request, you will receive an e-mail indicating if your major change has been approved or denied. If approved, all changes you submit here will be automatically processed. If denied, your original majors, minors and certificates will remain active.</td>
</tr>
<tr>
<td>Message</td>
<td>S - High Intervention Student</td>
<td>Shown when a student has a Repeat Policy or Withdrawal Policy service indicator making them a high intervention student.</td>
<td>Department Approval Required</td>
<td>Based on University Policy #3170 or #3190 your major change request requires department approval. You can find more information in the Hold column on your Student Center. When you select Submit, the appropriate department will receive notification of your request. Once the department has reviewed your request, you will receive an e-mail indicating if your major change has been approved or denied. If approved, all changes you submit here will be automatically processed. If denied, your original majors, minors and certificates will remain active.</td>
</tr>
</tbody>
</table>
| Message          | S - Home Page                                             | Shown on students home page.                                                                 | Welcome to the Online Major Change application. Through this application, undergraduate degree seeking students can add, drop or change majors, minors and certificates.

PLEASE NOTE: Before making any changes here, please consult with your advisor. You can also use the What-If Report in your Student Center to see what implications the changes you are considering will have on your overall academic progress. The Online Major Change application should only be used to make your change request.

PLEASE NOTE: Do not request a major and a minor in the same plan. For example Biology major and Biology minor. |
|------------------|-----------------------------------------------------------|--------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|
| Message          | S - Minor Only                                            | Shown when a student selects only a minor.                                                      | Unable To Complete Your Request

You have not selected a major. You must have a major in addition too or instead of the minor. Please select a major and then Submit your request. Or, select Start Over to see your original majors, minors and certificates. |
| Message          | S - No Major                                               | Shown when a student removes all majors from a primary career.                                  | No Major In Your Primary Careeer

You are currently active in both Associate and Undergraduate Degree careers. You cannot submit a major change request that will result in no majors in your primary career. Start Over and select a different combination of majors, minors and certificates so that you are requesting a major in your primary career. Or, contact the Registrar’s Office at (208) 426-4249 to change your primary career. |
<table>
<thead>
<tr>
<th>Message</th>
<th>Error Description</th>
<th>Unable To Complete Your Request</th>
</tr>
</thead>
<tbody>
<tr>
<td>S - No Plan Declared</td>
<td>Shown on undeclared plans.</td>
<td>You must have at least one plan selected in order to submit your request. Please select a major and then Submit your request. Or, select Start Over to see your original majors, minors and certificates.</td>
</tr>
<tr>
<td>S - No Plans Selected</td>
<td>Shown when a student has no plans selected.</td>
<td>You must have at least one plan selected in order to submit your request.</td>
</tr>
<tr>
<td>S - Non Degree Seeking</td>
<td>Shown when a non-degree seeking student tries to change their major.</td>
<td>Non-degree seeking students are not eligible to declare a major. Please contact Boise State Admissions at (208) 426-1156 to inquire about the degree seeking application process. In addition, check out admissions.boisestate.edu to learn more about the required application materials and admission standards.</td>
</tr>
<tr>
<td>S - PeopleSoft Change Error</td>
<td>Shown when plans could not be updated in PeopleSoft.</td>
<td>A system error has occurred and we are unable to complete your major change request. Please contact the Registrar's Office at (208) 426-4249 to report the problem.</td>
</tr>
<tr>
<td>S - PeopleSoft Initial Error</td>
<td>Shown when PeopleSoft data is not initially valid.</td>
<td>A system error has occurred and we are unable to complete your major change request. Please contact the Registrar's Office at (208) 426-4249 to report the problem.</td>
</tr>
<tr>
<td>S - UG2D With Minor</td>
<td>Shown when a UG2D associate student selects a minor.</td>
<td>Associate Degree seeking students working toward their second degree are not eligible to declare a minor.</td>
</tr>
</tbody>
</table>