

UNCG Curriculum Change Form Authorized Approvers Guide

- Once the form is submitted the approving department will get an email notification notifying them of the recent submission.
- The approver will click on the Major Change Request link to start the approval process.

÷	$\blacksquare \bigcirc \bigcirc$	1 of 123	<	>
	TEST Message From UGVAL3: Change of Major Notice Intex x	×	0	Z
	no-reply@uncg.edu to imperkin, r_barne2, actuck, dfsaunde, jmgoerke, m_hayden, mdcoker, me, alwilliams, cnfergus, dakicker, bfhagerm 👻) 🕁	¢	:
	A request for Change of Major was submitted for and requires your approval.			
	Please review by following these steps:			
	 Click here> <u>Major Change Request</u> Click Approve or Reject If rejected, please select a reason. Click Complete for Major Change to proceed to next step. 			
	For Mac or Off Campus users: Please, perform your approval activity in Secure Desktop. First, log into MyCloud, then select 'Desktops' and then choose 'Secure Desktop'. When Secure Desktop has opened, open the browser of your choir 'UNCG Bookmarks' label in the bookmarks bar and select > Banner Websites > Production > Banner Workflow. You will find this approval activity in your Banner Workflow 'Worklist'.	ce. Find a	and use	the
	Please, select Approve or Reject and select a Denial Reason if you reject the requested curriculum changes. Click the COMPLETE button when finished.			



- You should keep in mind that in such a case there are 2 or more people who can approve/deny the request, then the person who opens the link first owns the approval process.
 - If the link is already opened by another person who is authorized, then they would see this message.

	0	ellucian.					
\sim	Appli	cation Error					
。 な	Application Error						
2	!	An Error Has Occurred You must correct the following error(s) before proceeding: [@] The work item is no longer available.					



- The notification once opened would look like this below.
- You can see the change request and the previous curriculum information.
- Earned Hours and the GPA.

Request:				
15-SEP-22 -		Derwerte		
15-SEP-22 -	Request:			
Change Request:				
Poquest Information				
Request Information				
To Department 0	CLA	Classical Studies		
School 1 A	AS	College of Arts and Sciences		
Campus 1 C	G	Greensboro Main		
Program 1 A	AS-UG-BA-G	BA - Arts and Sciences		
Program 1 Catalog Year 2	2022	Academic Year 2022-2023		
Program 1, Major 1	CLAS	Classical Studies		
Program 1, Major 1, Concentration 1				
Program 1, Major 1, Concentration 2				
Minor 1 C	CHEM	Chemistry		
Minor 2				
Minor 3				



- At this point, if you choose to Approve the request all you have to do is click on Approve and then click on Complete.
- This will move the student's request to the next step in the workflow.

	* Decision
	Approve
	Reject
	Reason *:
	Selection
	Please, select Approve or Reject and select a Denial Reason if you reject the requested curriculum changes.
	*******Click the COMPLETE button when finished********
Γ	
	Cancel Save & Close Complete



- If you choose to Deny the request, click on Reject.
- You will need to select the Reason for Denial.
- If the student is denied for reasons that are not specified, you can use Departmental Denial.

-* Decision	
() Amprove	
Reject	
Reason *:	
Selection	
SPERCED ST I	
Selection	
Inadequate GPA	
Insufficient Earned Hours	
Excessive Earned Hours	
Duplicated Discipline	
Departmental Denial	
Secondary Admission Process	



- If the student is denied for reasons that are not specified, you can use Departmental Denial.
- An email is sent to the Student with the reason and for them to reach out to their advisor.
- The advisor will also receive an email regarding the denial.

Dear [Student],

Your major change request has been denied based on [denial reason]. Please reach out to your advisor [Primary Advisor Name], who is also copied on this email notification, to discuss the next step you should take in the process.



- If the student is Approved the student's request will come to the URO for review.
- The URO will receive an email with the link to click on.

÷		1 of 123	<	>
	TEST Message From UGVAL3: Change of Major Notice Intex ×	×	0	Z
	no-reply@uncg.edu to imperkin, r_barne2, actuck, dfsaunde, jmgoerke, m_hayden, mdcoker, me, alwilliams, cnfergus, dakicker, bfhagerm 👻) ☆	¢	:
	A request for Change of Major was submitted for and requires your approval.			
	Please review by following these steps:			
	 Click here> <u>Major Change Request</u> Click Approve or Reject If rejected, please select a reason. Click Complete for Major Change to proceed to next step. 			
	For Mac or Off Campus users: Please, perform your approval activity in Secure Desktop. First, log into MyCloud, then select 'Desktops' and then choose 'Secure Desktop'. When Secure Desktop has opened, open the browser of your choi 'UNCG Bookmarks' label in the bookmarks bar and select > Banner Websites > Production > Banner Workflow. You will find this approval activity in your Banner Workflow 'Workflow'.	ce. Find a	nd use t	he
	Please, select Approve or Reject and select a Denial Reason if you reject the requested curriculum changes. Click the COMPLETE button when finished.			



- The authorized approver for the URO can also see the Request Information and the Curriculum Information.
- The Earned Hours and the GPA are also displayed.
- They can also see the Exception Flag.

Worklist Curriculum Change - URO Review			Current Curriculum:				
					Curriculum Information		
urriculum	n Change - URO F	Review			From Department	PHY	Physics and Astronomy
					School 1	AS	College of Arts and Sciences
					Campus 1	G	Greensboro Main
[Program 1	AS-UG-BS-G	BS - Arts and Sciences		
Request:					Program 1 Catalog Year	2020	Academic Year 2020-2021
24-IUN-2	22 -				Program 1, Major 1	PHYS	Physics
24 JOIN 2					Program 1, Major 1, Concentration 1		
					Program 1, Major 1, Concentration 2		
Change De				-	Program 1, Major 2	CMPS	Computer Science
Change Re	equest:				Program 1, Major 2, Concentration 1		
Request	t Information			-	Program 1, Major 2, Concentration 2		
To Depart	tment	CHE	Chemistry & Biochemistry		Minor 1		
School 1		AS	College of Arts and Sciences		Minor 2		
Campus 1	1	G	Greensboro Main		Minor 3		
Program '	1	AS-UG-BA-G	BA - Arts and Sciences				
Program '	1 Catalog Year	2021	Academic Year 2021-2022		Earned Hours:		
Program '	1, Major 1	CHEM	Chemistry		45		
Program '	1, Major 1, Concentration 1						
Program '	1, Major 1, Concentration 2				GPA:		
School 2		VP	College Visual/Performing Arts		2 2171 42957		
Campus 2	2	G	Greensboro Main		5.517142657		
Program 2	2	VP-UG-LIC-G	LIC - Visual/Performing Arts				
Program 2	2 Catalog Year	2021	Academic Year 2021-2022		Exception Flag?:		
Program 2	2, Major 1	ART	Art		Ν		



- The Exception Flag tells the authorized approver for the URO whether to approve the request by Automation or Approve Perform Manually.
- Complicated Curriculum requests are processed manually and the Exception Flag for those complicated curriculum requests have an Exception Flag of Y.

Decision				
Approve 4	utomation			
Approve F	erform Manually			
Reject				
Reason *:				
Selection			~	
]	
		ave Deufeure Menuellus es		
Please, select Ap	prove Automation, Appr	ove Perform Manually, or	Reject and select a t	Denial Reason II you reject the requested curriculum
**********Click	the COMPLETE button w	hen finished********		



• Once the request is approved by automation, an email is sent to the student, notifying them of the approval.

Dear [Student],

The curriculum/major change request recently submitted has been approved and your academic records have been updated. Please check in Degree Works to verify all changes were made according to your request and reach out to your advisor if you have questions or concerns.



Undergraduate Admissions Major Change Requests

- Students select a major when applying.
 - Based on the student type and certain parameters, such as transfer hours, we may request they change their major.
 - Students may request a change via their application status page, email, or phone calls.
- Operations will review the request to ensure the student it eligible for the major.
 - Depending on the status of the application, we may update Slate and let our process update banner
 - Student with a learner record have to be manually updated.
- If the student is not eligible, we will contact them and depending on the situation we'll have a counselor contact them to discuss options.

APPLICATION STATUS

This application is for: Fall 2024 Your student type is: First Year Your application major is: Nursing [Update]

Your current application status is: Awaiting Payment

Update Your Major

Major change requests can take up to 2 business days to complete. Please be aware that certain majors have secondary admission requirements. ×

~

Please note that incoming students can only declare a primary major. After you have enrolled and begun classes you may declare secondary programs and minors.

Your current major is: Nursing

Please select a new major from the list below:

