UNCG Curriculum Change Form

Authorized Approvers Guide
Authorized Approver’s 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.

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 choice. Find and use the ‘UNC Greensboro Bookmarks’ label in the bookmarks bar and select > Banner Websites > Production > Banner Workflow. You will find this approval activity in your Banner Workflow Workflow.
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• 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.

Application Error

An Error Has Occurred
You must correct the following error(s) before proceeding:
The work item is no longer available.
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- 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.
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• 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.
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• 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.
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• 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.
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- 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.
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.
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- 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.
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• 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 is 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.