UNCG Curriculum Change Form

Student View
Submitting a Request

- Students will see their current curriculum with any concentrations and minors that they currently have along with the Catalog Year.
Degree Works

- Students are encouraged to explore Degree Works and try the “What-If” analysis to see how a change would affect their progress towards graduation.
- Clicking on the green button will confirm that the student has run the “What-If” analysis.
Major Change Agreement

• Students are encouraged to meet their advisors before they consider making a curriculum change.
• By clicking on the green button below they confirm that they have met with their advisor.
Review Catalog Requirements

- The student is presented with a link to the University Catalog for them to know how a change will affect their timeline to graduate.

- Clicking on the green button confirms that they have reviewed the information.
Request Curriculum Change

- Now the student is ready to make the Curriculum Change.
- They can click on the link provided to see more information on Majors/Minors.
- The student will now click on Make a Change Button. If they are unsure, they can always click on Cancel this Request button in red and make a request once they are ready.
Request Curriculum Change

• Undergraduate students are currently permitted to select a Major from their existing catalog year or select a Major from the current catalog year.

• To make a change to the catalog year after the form has been submitted the advisor has to submit the Catalog Year Change request form on behalf of the student which is under the Faculty forms on the Registrar’s website.
Request Curriculum Change

- Once the Catalog year is selected, the screen with the selected year’s Degree, Major and School will open up.
- They can either search by Degree or Major or School.
- Alternatively, they can click on the individual page selection at the bottom.
Request Curriculum Change

• If the search is by Major, the Degree options for that Major and the school and campus appears.
• The student will click on the appropriate Major to select it.
• There is an option to Cancel Adding Major (red button) and it will take you back to Submitting the Request page.
Request Curriculum Change

- The Major selected appears and the student can also add a Concentration.
- The student will click on Add Major to confirm adding the Major and/or Concentration.
- At this point if the student is not sure, they have an option to Cancel Adding Major.
Curriculum Change Confirmation

• This screen confirms what the student has added the Major and/or Concentration.
• A message that the Major has been added appears on the right-hand top corner.
• At this point they will have an option to Add 2\textsuperscript{nd} Major or Add 2\textsuperscript{nd} Degree or Add a Minor. If done, they can click on Submit this request button or they have an option to Cancel this Request.
Once the request has been submitted, the student can view the request history by clicking in the Status Box.