Change of Program Process for New Transfer Students

A. Student wants to change to a major in a different school/college before they attend Orientation:
   • Student completes the online Change of Major/Program Form at the orientation website.
   • Admissions reviews the form and changes the major if student is not registered for any classes or NSO session in Banner.
   • If student is registered for classes or NSO session, Admissions adds student to shared Google Sheet for school/college to review.
   • School/College of the new major submits the Change of Program Workflow, adjusts schedule if needed, and marks Google Sheet (School/College does not change NSO session – Orientation office does this).
   • Orientation updates student’s orientation session if needed, notifies student, and marks Google Sheet.

B. Student wants to change to a major in a different school/college during Orientation

Scenario 1 – Student arrives at the advising office of the intended school/college on the day of his/her scheduled advising session with the original school/college. Student does not have an appointment but an advisor IS available.
   • The new school/college will meet with the student and submit the Change of Program workflow to the Office of the University Registrar
   • The new school/college advisor make a note of the change of program in the Academic Advising Database

Scenario 2 – Student arrives at the advising office of the intended school/college on the day of his/her scheduled advising session with the original school/college. Student does not have an appointment and an advisor is NOT available.
   • Student will be given the option to sign up for a different transfer advising session with the intended school/college or to attend the original school/college transfer advising session that day.
   • If the student chooses to attend the original school/college advising session, this advisor in the original school/college will discuss a plan for the student’s first semester using all available resources (DARS, Bulletin, evaluated transfer credits, etc…) so that an initial roster can be developed.
   • Original school lists student on the “Late Major Changes” tab of the shared Google Sheet.
   • New school/college will submit the Change of Program Workflow and mark the Google Sheet.
   • New school/college will make note of change of program in the Academic Advising Database.
   • New school/college will review the student’s roster and communicate with the student to confirm their change of major and discuss any needed schedule revisions, transfer credits, or other steps needed.

Scenario 3 – Student arrives at the advising office of the original school/college on the day of his/her scheduled advising but asks to change their major into a different school/college.
   • The original school/college should contact the intended school/college to see if an advisor can meet with the student that day. Depending on the outcome, follow either scenario 1 or 2 above.

Scenario 4 – At a full-day transfer orientation, student decides to change majors at check-in
   • Office of Orientation will share a Google Doc on full-day transfer orientations with each advising unit
   • Google Doc will have a tab that each advising unit needs to complete by 8:45am on the day of orientation indicating whether and how many additional students can be accommodated for that session
   • Students will be asked at check-in if they want to switch majors
   • If the new school/college is able to accommodate the student, Office of Orientation will communicate the change of major via the Google Doc by 10am to allow time for prepping. Follow Scenario 1
   • If the new school/college is not able to meet with the student that day, follow Scenario 2

C. Student wants to change to a major in a different school/college after attending Orientation.
   • Student should contact their intended school/college and follow the prescribed Change of Program process for that school/college.