



How Do I? Approve an Online Change of Major for an UGRD Student (Academic Department)

PeopleSoft Version 9

1. **Sign In to PeopleSoft version 9.**
Remember to use CAPS when entering your User ID.
2. **To Approve Change of Major click:**
Southeastern SA Data > Use > Change of Major Approvals > Search
3. **Change of Major Approval page will display if only one student is requesting a change. A list will be displayed if more than one student is requesting a change. You will need to select an EmplID from the list.**

Change of Major

Request Date 08/14/2011
Request Status Routed to Athl

Current Major CHEM-BS
Current Concentration/Subplan ACS
Current College ST

Catalog 2113 Sp 2011
Current Department CHEM_PHYS
 Approved Denied

New Major ACCT-BS
New Concentration/Subplan
New College BU

Catalog 2115 Su 2011
New Department ACCT_FIN
 Approved Denied

Created By
08/14/11 5:10PM

For Athletes Only
Athletic Sign-Off

4. **Click “Approved” or “Denied”.**
5. **Click the “Save” button.**
6. **Remember to Sign Out of PeopleSoft when you have finished your session.**

Change of Major Online Process:

- Once undergraduate student request is submitted, an e-mail notification will be sent to the student’s current department for approval.
- After the current department approves the change, an e-mail notification will be sent to the new department.
- If the new department approves the change, an e-mail notification will be sent to the student and current department stating that the request to change the student’s major has been approved.
- Students can check their LeoNet account periodically to confirm that their major has been changed. Once both departments have approved the request, please allow 1-2 business days for processing.
- Students must go to their academic department to make any changes to their major if they have applied to graduate or if they are seeking a double degree or a double major.
- If the student **is an athlete**, the request will be routed to the Athletic office before it moves to the current department for approval.
- If the student has been suspended or has been discontinued for non-attendance to the university, the student must reapply to the university.