

Change of Major/Minor/Certificate

Administrator access to the [Selection of Degree](#) system enables Department Chairs and their designees to receive change of major/minor/certificate requests from undergraduate students and issue decisions. An overview of the process is outlined below.

Student Request

- Student may complete the request on the [One Stop Website](#) under the Academic Forms menu or from their [Banner Student](#) account under the Records and Registration menu.
- Student will receive a confirmation email to notify them it was sent to the department for review.
- Department will receive an email with a private URL to review the request (use SCSU log in).

Department Decision

- Department may mark the request pending if a meeting is required before issuing a decision.
- Department will approve or deny the request.
- There is an internal comment field and student facing comment field to be used accordingly.
- For approved requests, please assign an advisor to be entered into Banner
Note: This is disabled for first-semester students who remain with the INQ advisor until the end of term.
- Student and department receive a confirmation email with the decision/comments.

Registrar's Office

- Registrar's Office logs in daily to process approvals.
- Registrar's Office will only deny a request if there is a conflict that can be resolved (i.e. multiple submissions and only one approval may be entered).
- Student and department will receive a confirmation email when processed with any additional comments.