Access to the Selection of Degree system allows Department Chairs and their designees to receive change of major/minor requests from students and issue decisions.

**Student Request Form**
- Students may complete the request on the One Stop Website under the Forms menu or from their Banner Web account under the Student Services-Student Records menu.
- The student will receive a confirmation email to notify them it was sent to the department for review.
- The department will receive an email with a private URL to review the request (use SCSU log in).

**Department Decision**
- The department may mark the request pending if a meeting is required before issuing a decision.
- The 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 by the Registrar’s Office. Note: This is disabled for first-semester students who remain with the INQ advisor until the end of term.
- The student and department will receive a confirmation email with the decision/comments for student.

**Registrar’s Office Process**
- The Registrar’s Office logs in daily to review department approvals and will either mark them complete (or denied, only in the case there was a conflict in processing the request).
- The student and department will receive a confirmation email when complete or denied w/comments.