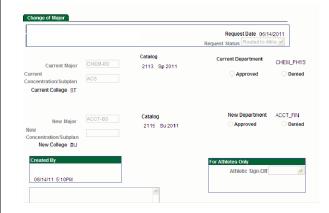
How Do I? Approve an Online Change of Major for an UGRD Student (Academic Department)

PeopleSoft Version 9

- 1. **Sign In to PeopleSoft version 9**. Remember to use CAPS when entering your User ID.
- 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.



- 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 nonattendance to the university, the student must reapply to the university.