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# **New Change of Major/Minor Request Workflow**

**Effective Spring 2025**

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# Change of Major/Minor Request Form for Students

## Information about form:

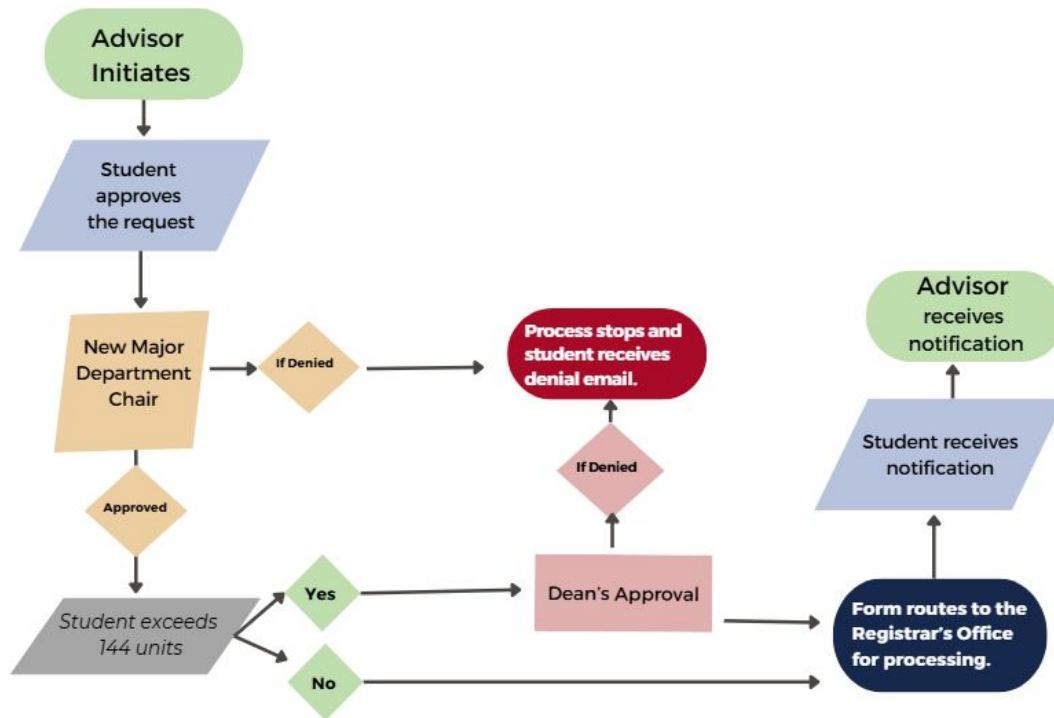
Undergraduate students must meet with the new **major advisor**, and have the new **department chair's** approval. Students that exceed 144 units will also need Dean's approval. These will NO LONGER require to submit an additional form, unless requested by Dean of Undergraduate office. Once the form is approved, it will be routed to our office for processing.

Newly admitted students (First-Time Freshmen, Transfer & Returning) will be able to change their major once Dog Days Orientations begin.

# Change of Major/Minor Request Workflow Process

NEW WORKFLOW SYSTEM IN PLACE OF PAPER FORM.

1. Advisor initiates request.
2. Student approves the request.
3. New Department Chair approves, the request continues to route to the Registrar's Office to process.
  - a. If the student exceeds 144 units the form will need Dean's approval.
  - b. If approved, the form routes to the Registrar's Office to process.
4. If either the Chair or Dean denies change, the request is stopped and student will be notified.



# University Registrar Website

On our [forms page](#), students will be directed to contact their new major department for assistance to begin the process.

# Major Advisor Process

# How to Access

## Student Support in Peoplesoft (My Fresno State)

Academic and Faculty Advisors go to the **"Student Support"** tile from your Peoplesoft Homepage and then under **Academic Advising** folder the **Change of Major/Minor** link

The screenshot displays the 'My Homepage' interface of the Fresno State PeopleSoft system. It features a grid of service tiles: Faculty Self Service, Employee Self Service, Student Support (highlighted with a red box and a red arrow), CHRS Recruiting, Forms Portfolio, PeopleSoft Support Requests, and Human Resources Activities. To the right, a 'Student Support' sidebar is visible, containing a 'Student Services Center' section with a 'Search Criteria' form. A red arrow points from the 'Change of Major/Minor' link in the 'Academic Advising' folder to the search form. The search form includes fields for ID, Campus ID, Local Campus ID, National ID, Last Name, and First Name, along with a 'Case Sensitive' checkbox and 'Search' and 'Clear' buttons.

## Form - Advisor Initiates

### Part 1 - Student Selection

- Enter the student ID number.
- Student information will auto-populate.
- If the student has applied for graduation, the form will be routed to Undergraduate Degree Evaluation for processing **once** the form has completed the routing approval process.

### Section A

- Deleting a minor, second major, or swapping a major order does not require departmental approval.

#### Part I - Student Selection

Date 02/04/2025	Student ID Number: * Type here...
Last Name	First Name
Phone Number	
Current Major * English	
Have you applied for graduation? * <input type="radio"/> Yes <input type="radio"/> No	

#### Section A

Delete or Swap Major/Minor

Deleting a minor, second major, or swapping double major order does not require departmental approval.

☐ Not applicable  
☐ Delete Second Major  
☐ Delete Minor  
☐ Swap Double Major Order

## Form - Section B and C

- **Select the change in Section B**
- **Then, fill out Section C.**
  - Advisor and Chair approval is required to make a change.
- Advisor's signature is required to start the routing process.

**Section B**


Pick an action \*

Department Advisor and Chair signatures are required for each request in this section. If the new academic plan will e: (Section D).

- ☐ Declare Major
- ☐ Change Major
- ☐ Declare Major Option
- ☐ Add a Second Major
- ☐ Add a Minor
- ☐ Add a Second Minor

**Part II - Department Review**

**Section C**

Cumulative GPA: * Type here...	Current Units Earned (UE): * Type here...	(Do not count AP, IB, CLEP units)	Anticipated n will complete change: * Type here...
Advisor's Signature (New Department) * 	Print Name *	Date Signed MM/DD/YYYY	



## Form - Section C cont. and Section D

- **Advisor** and new Department Chair approval is required to make a change.
  - Check the box stating that you have advised student.
  - Advisor enters the Chair's email. Make sure to use the @mail.fresnostate.edu domain.
- **Dean's signature** is required if the student exceeds 144 units earned. The form will automatically route to Dean for approval.
- **Submit** form

☐ I advised student regarding major and/or minor requirements and reviewed policy (on reverse side) to assure student meets requirements for the academic plan change.

Chair/Program Coordinator Email \*

Type here - use @mail.fresnostate.edu

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**Section D**

Exceeds 144 Units Earned

☐ Yes

☐ No

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0029 Created at Mar 20, 2025 - 3:44 PM [Print](#)

[Discard](#) [Save](#) [Submit](#) [X](#)

[Add a Second Minor](#)

**Part II - Department Review**

**Section C**

Cumulative GPA: *	Current Units Earned (UE): *	(Do not count AP IB, CLEP units)	Anticipated number of units the student will complete with academic plan change: *
Type here...	Type here...		Type here...

Advisor's Signature (New Department) \*

[Sign this form](#)

Print Name \*

Date Signed

MM/DD/YYYY

☐ I advised student regarding major and/or minor requirements and reviewed policy to assure student meets requirements for the academic plan change.

Chair/Program Coordinator Email \*

Type here - use @mail.fresnostate.edu

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**Section D**

Exceeds 144 Units Earned

☐ Yes

☐ No

## Workflow Steps

- Once the advisor submits, an email will be sent to the student.
- The student must take action to approve the form before it gets routed to the Department Chair for approval.

## Need to check the status?

1. Since advisors initiate the form, they will be able to view the status throughout the entire workflow process!
2. Visit [fresnostate.kualibuild.com](https://fresnostate.kualibuild.com) and go to your 'My Documents' tab at the top of the page.
3. From there, find the form you are looking for a status update on. Once you find it, double click.
4. It will take you to a copy of the form. On the left hand side, toggle the button from 'Review' to 'Status'.
5. Screenshots are on the following page -

## How to check the status

1.

The screenshot shows the Fresno State Build portal. At the top, there's a navigation bar with 'Build' and 'My Documents' buttons. Below the navigation bar, a form submission is listed with the ID '0188', submitted on 'Jan 24, 2024 - 4:06 PM', and a status of 'SUBMITTED'. A red number '2.' is placed over the 'SUBMITTED' status.

3.

This screenshot shows the 'View Status' button circled in red. The button is located in the top left corner of the form details section. To the right of the button, the 'Student Information' section is visible, showing fields for Date (January 17, 2024), Last Name, First Name, Student E-mail, Term (Spring 2024), Major (English Education), and Department Chair.

4.

This screenshot shows the 'Workflow Status (In Progress)' section. It details the approval process for the form submission. The 'Form Submission - Proposer' section shows it was 'Submitted for Approval' by Laura on January 24, 2024 at 4:06 PM. The 'Student Acknowledge' section shows the task was 'Completed' by Laura on January 24, 2024 at 4:18 PM, with an electronic signature. The 'Department Chair Approval' section shows it is 'Waiting for Approval' from Laura. The 'Registrar Office Approval' section shows it is pending approval from Laura. The 'Student Sent Email to Enroll in Course' section shows a notification was sent to lyager@fresnostate.edu.

# Student Process

## Email Message

An email message will be sent to students once an advisor submits a request. Students must take action to approve the request before it can continue in the workflow for approval from the Chair and Dean (if applicable).

Click the 'Begin Review' button in the email and it will take you directly to the form to review and sign.



**From:** Kualiti Notifications <kuali-no-reply@messaging.fresnostate.edu>

**To:** [REDACTED]

**Subject:** Your Approval is requested: Change of Major/Minor Request

**FRESNO STATE**  
University Registrar

Hello [REDACTED]

Your signature approval is required to submit your request to make any changes to your major or minor.

If you have any questions, please reach out to your major advisor.

Office of the University Registrar

Form Name: **CHANGE OF MAJOR/MINOR FORM**

Step Name: **STUDENT APPROVAL**

Your Action: **APPROVAL**

**Begin Review**

## Student Review

- You will be able to review the request that was submitted by your major advisor.
- Ensure all the information is correct before signing the form.
  - Once you sign, you will not be able to check the status. If you're wanting to follow up on the status of your form, check back with your major advisor. They will be able to view the status of your form until it's completed.
- To sign the form, click the blue button under Student Signature, sign and date it.
- If all your information is correct and you wish to continue with the request, **Click Approve** at the bottom.
- The form will now route to the chair for approval.

0030 Submitted Mar 21, 2025 2:06 PM IN PROGRESS Workflow Status Save Approve X

### Student Signature

Student Signature \* [Sign this form](#) Date Signed \* [Click Here to Display Calendar Widget](#)

### Part II - Department Review

#### Section C

Cumulative GPA: *	Current Units Earned (UE): *	(Do not count AP, IB, CLEP units)	Anticipated number of units the student will complete with academic plan change: *
3.0	100		110

Advisor's Signature (New Department): *ly* Print Name \* Laura Yager Date Signed March 21, 2025

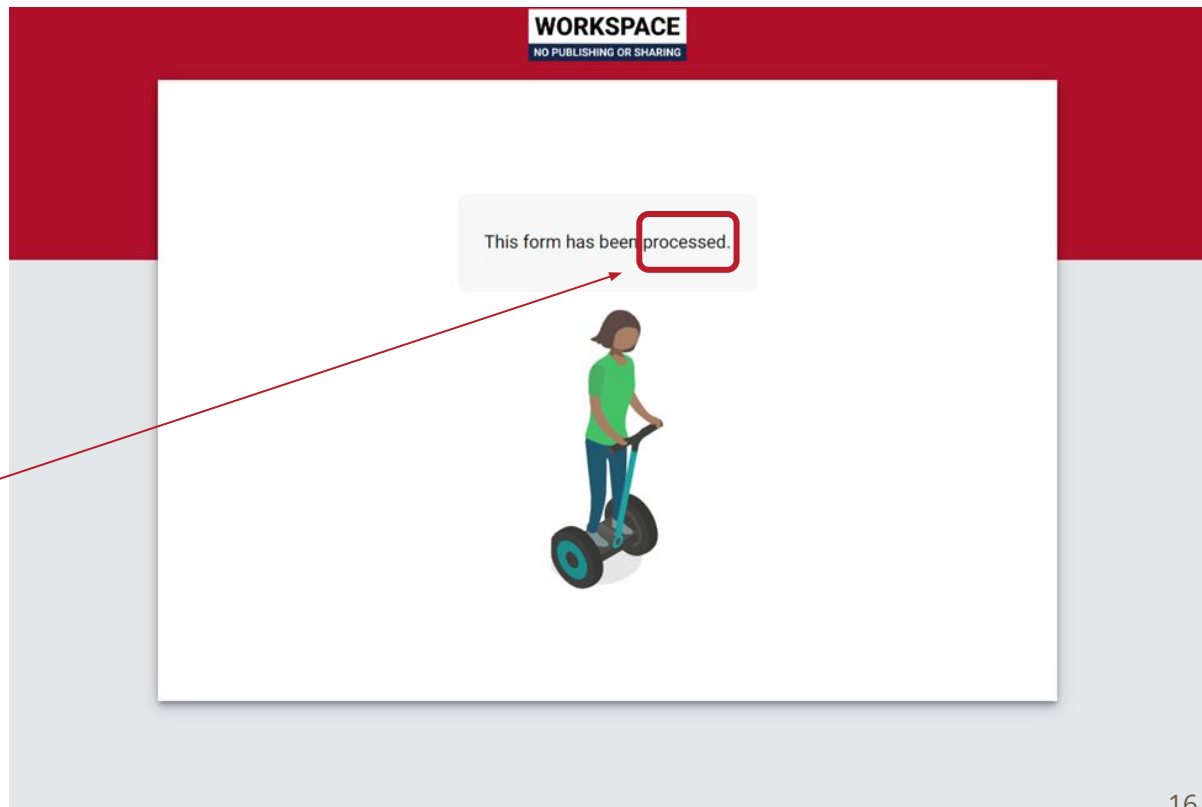
I advised student regarding major and/or minor requirements and reviewed policy to assure student meets requirements for the academic plan change.

Chair/Program Coordinator Email \* lyager@mail.fresnostate.edu

## Confirmation Page

**Important Note:** The Kuali Build program this workflow was created in has some messages that cannot be modified. This confirmation page is one of them.

Although it says your form has been **processed**, please know there are **still required approvals and action needed to be completed**. *It is not finished or processed!*






## Workflow Steps

- Once the student signs the form, it is then routed to the new Major Department Chair for approval.
- The Department Chair will either approve or deny the request.
- If you exceed 144 units, the request is routed to the Dean for approval.
- Approved requests will be routed to the Office of the University Registrar for final review and processing.
- If you applied for graduation, your request will be routed to Undergraduate Degree Evaluation for final review and processing.
- Once processed, you will receive an email.
- Students and the advisors will receive an email notifying them of all denied requests.

# Course Department Chair Process

## Email Message

An email message will be sent to the new major department chair once the student completes the request. The new department chairs must review and either approve/deny the request.

Click the 'Begin Review' button in the email and it will take you directly to the form to review and sign. 

**From:** Kualii Notifications <kuali-no-reply@messaging.fresnostate.edu>

**To:** leticias@mail.fresnostate.edu

**Subject:** Your APPROVAL is requested: Change of Major/Minor Form - Chair Approval



Hello Leticia,

Your attention is required

Form Name: **CHANGE OF MAJOR/MINOR FORM**

Step Name: **CHAIR APPROVAL**

Your Action: **APPROVAL**

[Begin Review](#)

## Review and submit

- You will be able to review the form that was submitted by the student's major advisor and view any comments.
- Check the form to ensure all requirements are met before proceeding.
- **Sign the form:** Sign, print name and enter date.
- **To approve:** Click the blue 'Approve' button on the bottom of the form. Your approval indicates that the student can enroll in this class for a third attempt.
- **To deny:** Click the gray 'Deny' button to the right side of the form.

0030 Submitted Mar 21, 2025 - 2:06 PM IN PROGRESS

Workflow Status Save Approve

I advised student regarding major and/or minor requirements and reviewed policy to assure student meets requirements for the academic plan change.

Chair/Program Coordinator Email \*  
lyager@mail.fresnostate.edu

**Chair/Program Coordinator Approval**

Chair/Program Coordinator, Signature \*  
Laura Yager Remove

Print Name \*  
Laura Yager

Date Signed \*  
03/24/2025 X

**Section D**

Exceeds 144 Units Earned  
No

Send Back Deny

Any comments will **not** be included in the email students receive with their notification.

# Dean's Process

## Email Message

An email message will be sent to the Dean once the Department Chair approves. The Dean must review and either approve/deny the request.

Click the 'Begin Review' button in the email and it will take you directly to the form to review and sign.

**From:** Kualo Notifications <kuali-no-reply@messaging.fresnostate.edu>

**To:** bmuscat@mail.fresnostate.edu

**Subject:** Your APPROVAL is requested: Change of Major/Minor Form - Dean's Approval



Hello Bernadette,

Your attention is required

Form Name: **CHANGE OF MAJOR/MINOR FORM**

Step Name: **DEAN'S APPROVAL**

Your Action: **APPROVAL**

[Begin Review](#)

## Review and submit

- You will be able to review the form that was submitted by the student's major advisor and view any comments.
- Check the form to ensure all requirements are met before proceeding.
- **Sign the form:** Sign and date.
- **To approve:** Click the blue 'Approve' button on the right side of the form.
- **To deny:** Click the gray 'Deny' button on the right side of the form.

Dean's Approval

Dean's Signature \*

Printed Name:  
Bernadette Muscatt

Sign this form

Back Deny Send Back Approve

Any comments will ***not*** be included in the email students receive with their notification.

# Workflow Complete!


Students will be notified via email that their request is approved after the request has been processed in the Office of the University Registrar. If the request is denied, the student will be notified via email and their major advisor will be cc'd.



# Sample Approval Email to Students

**From:** Kualo Notifications <kualo-no-reply@messaging.fresnostate.edu>

**To:** [REDACTED]

**Subject:** Change of Major/Minor Approved 

**FRESNO STATE**  
University Registrar

Dear [REDACTED]

Your Change of Major/Minor has been approved:

If you have any questions, please follow up with your major advisor.

Kind regards,

Office of the University Registrar

This email was automatically generated.