

Submitting Major/Minor Change Requests on CI Records

1) Begin at *Advisee Student Center* and click on *Advisor Request* in the drop down menu.

Favorites ▾ Main Menu ▾ > Self Service ▾ > Advisor Center ▾ > Advisee Student Center

ORACLE

Ashley Garcia

Advisor Center Search

my advisees student center transfer credit academics

Advisee Student Center

Academics

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Advisor Request ▾

Deadlines URL

This Week's Schedule		
	Class	Schedule
	COMM 443-01 LEC (1637)	TuTh 12:00PM - 1:15PM Bell Tower 1422
	ESRM 340-01 LEC (2831)	TuTh 3:00PM - 4:15PM Del Norte 3540
	LS 497-01 IND (2903)	By Arrangement
	POLS 320-01 LEC (2276)	MoWe 1:30PM - 2:45PM DEL NORTE 1530
	UNIV 392-01 FLD (2821)	Mo 9:00AM - 11:50AM DEL NORTE 1530

weekly schedule ▶

Holds
No Holds.

To Do List
No To Do's.

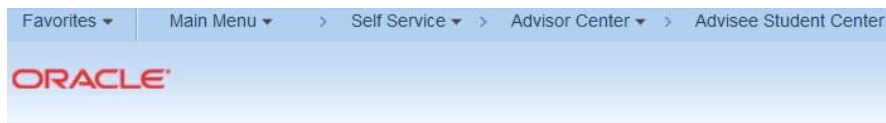
Enrollment Dates
[Open Enrollment Dates](#)

Personal Information

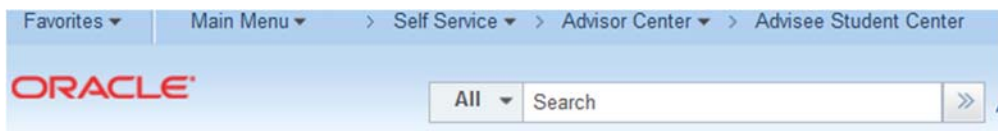
Contact Information	
Permanent Address Withheld	Mailing Address
Main Phone Number Withheld	Dolphin Email Address

2) Click on *Create a New Request*.

- a. Note: If any previous advisor requests have been submitted for this student, they will also show on the screen below.



3) From the drop down menu, select Change of Major/Minor as the request type



Advising Request

Student	Advisor	Ashley Garcia
Career	Origination Date	02/20/2020
Request Nbr.	1	

*Request Type

Comments

Request Status

Requester As

Approver

Responder

Resolution Statu

History

- 1. CARR Discrepancy Resolution
- 2. Change of Major / Minor**
- 3. TC Discrepancy Resolution
- 4. Addl Unit Authorization

ANTH Course Sub

APS Course Sub

ART Course Sub

BIOL Course Sub

BUS Course Sub

CHEM Course Sub

CHS Course Sub

COMM Course Sub

COMP Course Sub

Change of Objective

Credential Action Form

ECON Course Sub

ECS Course Sub

ENGL Course Sub

ESRM Course Sub

Pending Until

Student Notified?

- 4) Complete the required fields. In the comments box, please be clear whether the student is changing their major/minor or adding an additional major/minor. Be sure to select **Submit** in the drop down menu in the “Request Status” box. Finally, click **Apply** and then **OK**.

request by providing the following:

1. ACTION into the corresponding field: (C) for Change, (A) for Add, or (D) for Drop.
2. NAME of the requested plan in the corresponding field. (BA English, Emph in Marketing, Minor in Art, etc.)
3. List all plan changes. Leave fields that are not being updated blank.
4. Enter current plan (as listed in CI Records) in Comments. If necessary, explain the major/minor change in the Comments section.

Example: Student is currently pursuing a BA: Psychology but is requesting to change major to BA: English. Advisor would enter:

Major: (C) BA in English
Comments: Currently BA: Psychology

*Reminder: Be sure to choose "SUBMIT" from the drop down menu in the Request Status Box, and then click "OK" at the bottom to finalize this process.

Major: Liberal Studies

Emph/Opt/Concentration: Teaching and Learning, Visual and Performing Arts

Catalog Term/YR: 2019-2020

Minor: Psychology

Certificate:

Comments
Please add student's concentration in Visual and Performing Arts and add a minor in Psychology

Request Status
Requester Ashley Garcia Submit

History

OK Cancel Apply