

How to Submit an Undergraduate Program/Adviser Change Request

1. Who can submit requests:
 - a. Faculty, advisers and staff authorized by their academic unit to operate in this capacity.
2. When to submit requests:
 - a. After a conversation with an undergraduate student in which he/she asks you to initiate the change.
3. How to submit the request:
 - a. Login to Portal.
 - b. Select the "Change of Major/Minor/Adviser/etc. Form" link.
 - c. Select "New Request" and click Submit.
 - d. Enter the student's WOU email address.
 - i. The student's name and V# will automatically populate.
 - e. Enter the remaining required information.
 - i. International student status and Student Type are both required.
 - f. Select the type of change being requested.
 - i. To change an existing program, use both the drop and add options.
 - ii. Multiple changes can be submitted in a single request.
 - g. Complete the required information requested for the type of change(s) being requested.
 - h. You may enter comments if you wish.
 - i. Proof the information and click Submit.
 - j. The form will be routed to the next step in the approval process which is as follows:
 - i. International Students: will be routed to the international office for review and only moved to the next step in the process after being approved.
 - ii. To the department for approval/disapproval and if applicable assigning of the adviser.
 - iii. Curricula change requests will be forwarded to the Office of the Registrar for processing.
 1. Allow 1-2 business days for processing and filing.
 - k. The student is sent an email to inform him/her when the request is complete.

Examples:

The Portal link:

Change of Major/Minor/Adviser/etc. Form

The Landing Page:



Select an action

New Request

SUBMIT

The Form:



WOU Undergraduate Change of Major/Minor/Adviser Form

To be filled out by a faculty or staff member. Use this form to update student advisers, majors, concentrations, minors, degrees and catalog

Student Email Address *(required)*

- i** Start with this field. It autofills and completes several fields below.
- i** Begin typing, then click on the correct entry in the list to select a person.

Student Name *(required)*

Student Phone number

Student vNumber *(required)*

Is this student an international student? *(required)*

- i** Changes for international students must be reviewed by the International Education Office
- No Yes

Student type: *(required)*

What type of change is being submitted? *(required)*

- i** Select the type of change you are requesting.
 - i** To **change** a major or minor select both the *drop* and *add* options.
 - i** If you wish to make changes to both major and minor, please submit a separate request for each.
- Add Major/Concentration
- Add Minor
- Adviser Only
- Degree type only
- Drop Major/Concentration
- Drop Minor
- New catalog year

Comments