## CHANGE OF MAJOR TUTORIAL FOR THOSE WHO ASSIGN ADVISORS

- 1. Log into SOAR and visit your Query navigation.
  - SOAR pathway: Navigator > Reporting Tools > Query > Query Viewer
- 2. Change of Major Query: **STR\_MAJOR\_CHANGE\_WORKFLOW**
- 3. Select a date *prior* to the last time you ran the query.

STR_I	MAJOR_C	CHANGE_WORKFLOW -	Change of Maj	or WF Status				
Date R	equested G	reater Than:						
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ø	Name	Student Request Date	Approval	Approve or Deny Date	Approve or Deny Comment	Updated	Date Processed	Final Commenta

- If this is your first attempt at running the query, select the date 09/09/2019.
  - (This was the first date students were able to request to change their majors online.)
- EXAMPLE 1: If you ran the query on Friday, Sept 13<sup>th</sup>, then select 09/14/2019 as your next run date.
   Students can make online requests at any time, so your date range is not limited to
  - business days.
- 4. Enter the academic organization (major department) in which you are reviewing. STR\_MAJOR\_CHANGE\_WORKFLOW - Change of Major WF Status

Date R	equested G	Preater Than:						
	Results	Acad Org						
	Name	Student Request Date	Approval	Approve or Deny Date	Approve or Deny Comment	Updated	Date Processed	Final Comments

- See next page for complete listing of academic org codes.
- 5. Click the **view results** button.

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- 6. If you selected to run to excel, an excel spreadsheet will appear denoting all students in an academic organization that have requested to change their major within that program.
  - The spreadsheet will show the various statuses of each student. Student statuses include:
    - Student requested > awaiting Program Director

-	Name	Student Request Date	Annount In	pprove or Deny Date Approve or Dem	Comment	G	Date Processed	Einal Comm
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	57 Sample Student 2		Approved Approved	8/21/2019		Process	8/21/2019	
	78 Sample Student 3		Approved Approved	B/19/2019		Process	0/21/2019	
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	90 Sample Student 5		Approved	7/18/2019		Process		
	01 Sample Student @		9 Approved	7/24/2019		Process	7/24/2019	
7890	12 Sample Student 7	7/22/2019	Approved	7/22/2019		Process		
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D.	Name				Apprave or Deny Commant	updated	<b>Date Processed Final Comments</b>
1	123456 Sample Student 1	8/5/2019	Approved	8/19/2019		_	
8	234567 Sample Student 2	8/21/2019	Approved	B/21/2019		Process	8/21/2019
-	345678 Sample Student 3	7/22/2019	Approved	8/19/2019			
	456789 Sample Student 4	7/22/2019	Approved	B/19/2019			
	567890 Sample Student 5	7/18/2019	Approved	7/18/2019		Process	
a	678901 Sample Student 6	7/24/2019	Approved	7/24/2019		Process	7/24/2019
	789012 Sample Student 7	7/22/2019	Approved	7/22/2019		Process	
					Student does not currently meet the minimum		
3	890123 Sample Student 8	8/28/2019	Denied	8/30/2019	program curriculum GPA of 2.5 or above		UPDATE IN APPROVAL WN FROMDPS OFFICE
	901234 Sample Student 9	8/19/2019	Denied	8/21/2019	GPA must be at a 3.50.	cites	arritioner o orritice
	12345 Sample Student 10	7/24/2019	Denied	7/24/2019	No can do!		
1	012345 Sample Student 11	8/30/2019					

7. Once a student's status states **process**, a department can assign the new academic advisor for that student.

Academic Org Codes

Department Description	Acad Org Code
Department of Aerospace Studies	ASAS
School of Biological, Environmental, and Earth Sciences	ASBEES
School of Communication	ASCOMM
School of Computing Sciences and Computer Engineering	ASCD
School of Construction and Design	ASCD
School of Criminal Justice, Forensic Science and Security	ASCJFSS
So Computing Sci & Computer En	ASCSCE
School of Humanities	ASHUM
School of Interdisciplinary Studies and Professional Development	ASIPD
School of Mathematics and Natural Sciences	ASMNS
Department of Military Science	ASMS
School of Music	ASMUS
School of Ocean Science and Engineering	ASOSE
School of Polymer Science and Engineering	ASPSE
School of Performing and Visual Arts	ASPVA
School of Social Science and Global Studies	ASSSGS
Center for Science and Mathematics Education	ASCSME
School of Accountancy	BEDACC
School of Finance	BEDFIN
School of Management	BEDMGT
School of Marketing	BEDMKT
School of Child and Family Sciences	EHSCS
School of Education	EHSEDU
School of Kinesiology and Nutrition	EHSKN
School of Library and Information Science	EHSLIS
School of Psychology	EHSPSY
School of Social Work	EHSSW
School of Health Professions	NHPHP
So Leadership & Adv Nsg Pract	NHPLANP
School of Professional Nursing Practice	NHPPNP
School of Speech and Hearing Sciences	NHPSHS