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.

   - 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 13th, 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.

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

     - Student requested > Program Director has reviewed > awaiting DPS

     - Student requested > process complete

ID	Name	Student Request Date	Approval	Approve or Deny Date	Approve or Deny Comment	Updated	Date Processed	Final Comments
123456	Sample Student 1	8/5/2019	Approved	8/19/2019				
234567	Sample Student 2	8/21/2019	Approved	8/21/2019		Process	8/21/2019	
345678	Sample Student 3	7/22/2019	Approved	8/19/2019				
456789	Sample Student 4	7/22/2019	Approved	8/19/2019				
567890	Sample Student 5	7/18/2019	Approved	7/18/2019		Process		
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		
890123	Sample Student 8	8/28/2019	Denied	8/30/2019	Student does not currently meet the minimum program curriculum GPA of 2.5 or above	STATUS UPDATE IN APPROVAL COLUMN FROM DPS OFFICE		
901234	Sample Student 9	8/19/2019	Denied	8/21/2019	GPA must be at a 3.50.			
12345	Sample Student 10	7/24/2019	Denied	7/24/2019	No can do!			
1012345	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