CHANGE OF MAJOR
DIRECTOR OF PROGRAM/DESIGNEE OF DIRECTOR TUTORIAL

1. When a student makes a request to change their major within your academic organization, you will receive an automatic email denoting this request from registrar@usm.edu with the subject line “Student requesting to change major.”
   - The email will only be sent to those program directors and the designees of the specific organization the student requested.

2. Log into SOAR and visit your Worklist.
   - SOAR pathway: Navigator > Worklist > Worklist

3. Any students who have requested to change their major to your program will appear in your worklist with a USM_CHG_MAJOR link. Click the link to begin reviewing.

4. The screen will display student information vital for determining if your department will allow the student to change to the major within your department/school.
   - i.e. Southern Miss GPA, campus, term change requested, etc.
5. Program Directors/Designees will have the option of approving or denying the request.
   - If a request is denied, Program Directors/Designees must provide justification to students as to why the request was denied. **REMEMBER: all comments placed in the justification box is visible to the student.**
     
     **EXAMPLE 1:** Student selects Music (Performance-Strings) BM as desired major. Program Directors/Designees may use this justification box to denote that the student has not auditioned for this program yet and can provide instructions on how student can sign up to audition.
     
     **EXAMPLE 2:** Student selects Kinesiology (Kinesiotherapy) BS as desired major. Program Directors/Designees may use this justification box to denote that the student does not currently meet the minimum program curriculum GPA of 2.5 or above.
   
   - For programs that are "gateway" programs (have additional requirements for entering their major), it is recommended that Program Directors/Designees not automatically deny the student’s request but use the justification box to denote which program students can temporarily be placed into until requirements are met.
     
     **EXAMPLE 1:** Student selects Elementary Education BS as desired major but doesn't meet Gold Card requirements. Program Directors/Designees can select approved but denote in justification box that student will be placed in UCFS/CHFMSTCDBS Child and Family Studies (Child Development) BS, Elementary Education subplan until Gold Card requirements are met. By making this notation, the DPS of the academic college will place the student in the Child and Family Studies (Child Development) BS, Elementary Education subplan.
     
     **EXAMPLE 2:** Student selects Nursing BSN as desired major but doesn't meet requirements. Program Directors/Designees can select approved but denote in justification box that student will be placed in UHS/HSHCSBS Health Sciences (Health Care Studies) BS, Nursing subplan program until student is admitted into Nursing School. By making this notation, the DPS of the academic college will place the student in the Health Sciences (Health Care Studies) BS, Nursing subplan.

6. Once a decision is made, click the yellow **submit button** at the bottom of the page. The request will then automatically be forwarded to the appropriate Degree Progress Specialist in the Office of Degree Progress and the item will be removed from your worklist.