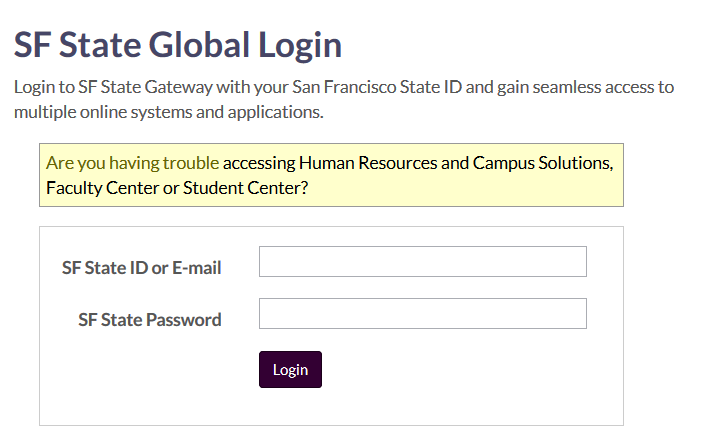
**How to Approve/Deny a Major/Minor (Advisor’s perspective)**

**Step 1**

Go to SF State’s home page at [www.sfsu.edu](http://www.sfsu.edu) and:

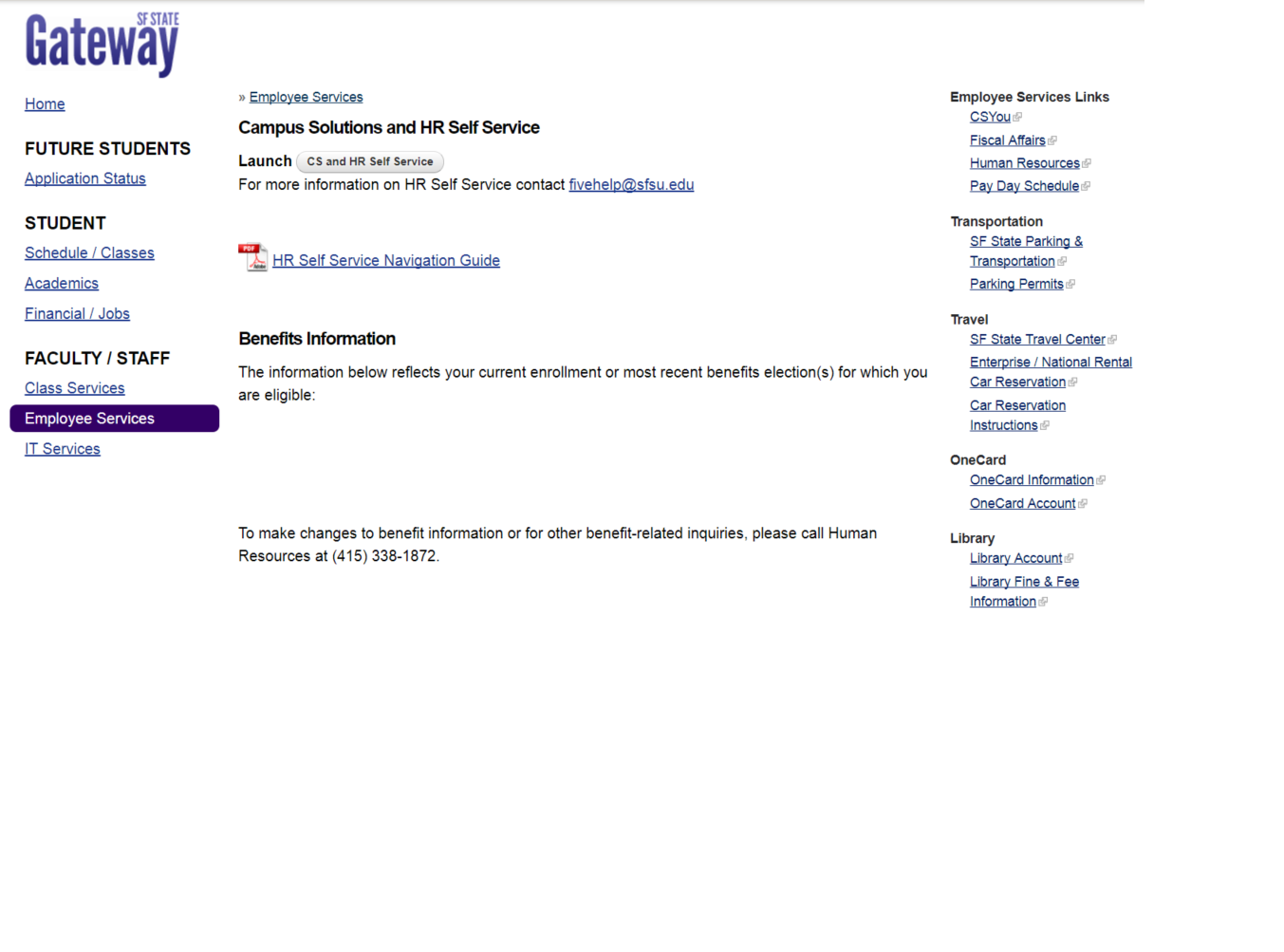
1. Select the Login link to log into SF State Gateway/MySFSU.
2. Log in with your SF State ID or E-mail and SF State Password.



**Step 2**

Your **SF State Gateway** home page displays.

Click the **Employee Services** link under the *Faculty/Staff* section and log into **CS and HR Self Service**.



**Step 3**

Go to the Advisor Review search page.

1. Under Menu 🡪 SF State 🡪 Campus Solutions 🡪 Academic Advisement 🡪 Major Change – Advisor Review 🡪

Advisor Review search

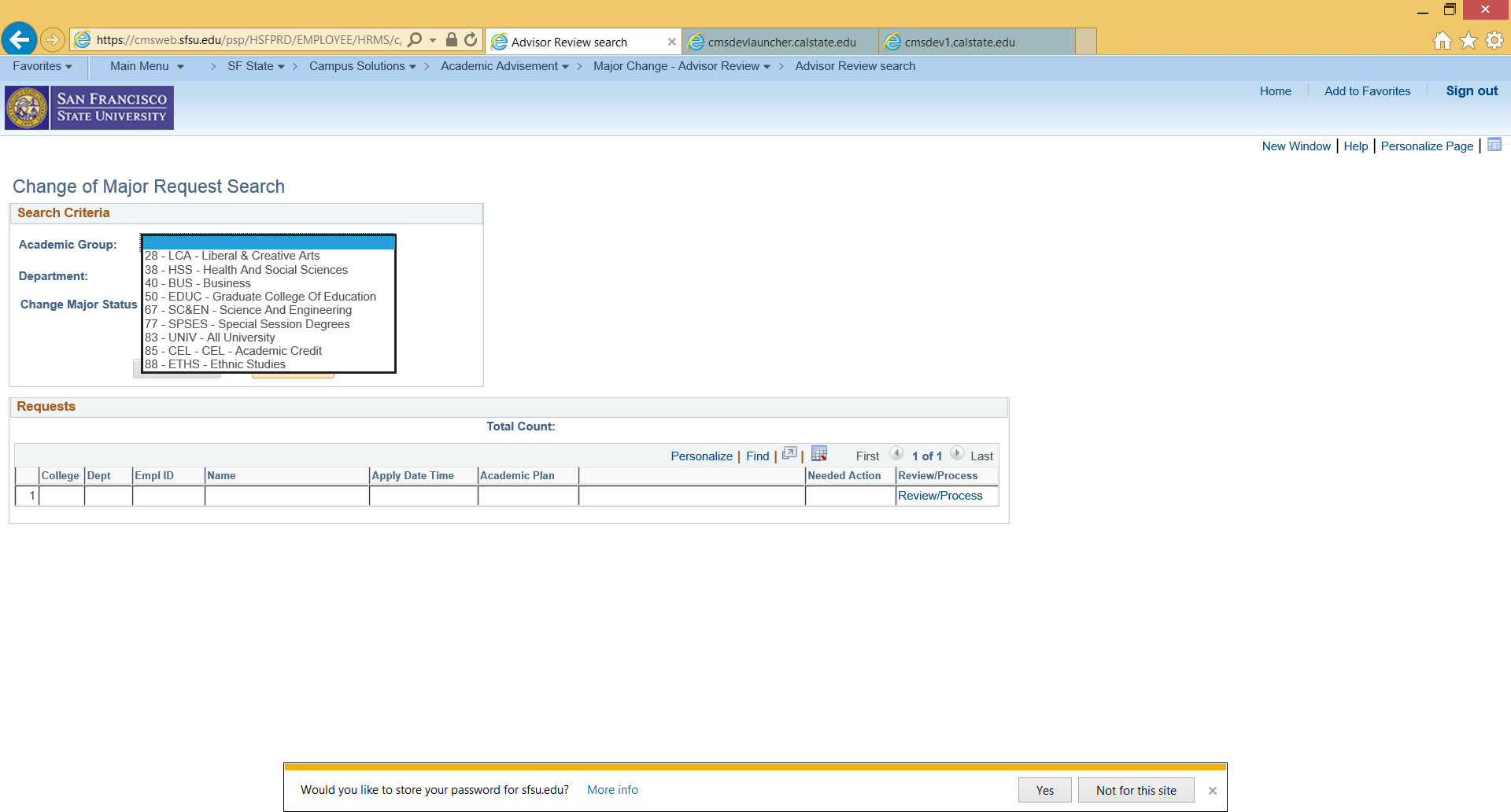


**Step 4**

The **Change of Major Request Search** page appears displays the record of the request(s) including:

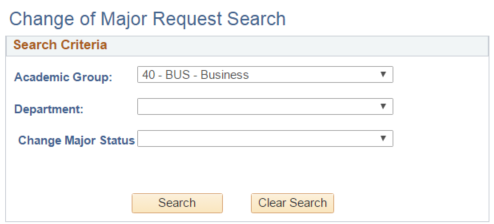
* Transaction details (college, department, student ID, name, date and time, academic plan, description of academic plan)
* Needed action
  + **N/A** indicates that no action is needed, as the request has already been processed
  + **Apprv/Deny** indicates that the request is still outstanding
* Review/Process link to the specified request

Select the **Academic Group** in the drop-down menu. The available selection(s) is determined by a user’s row-level security.



**Step 5**

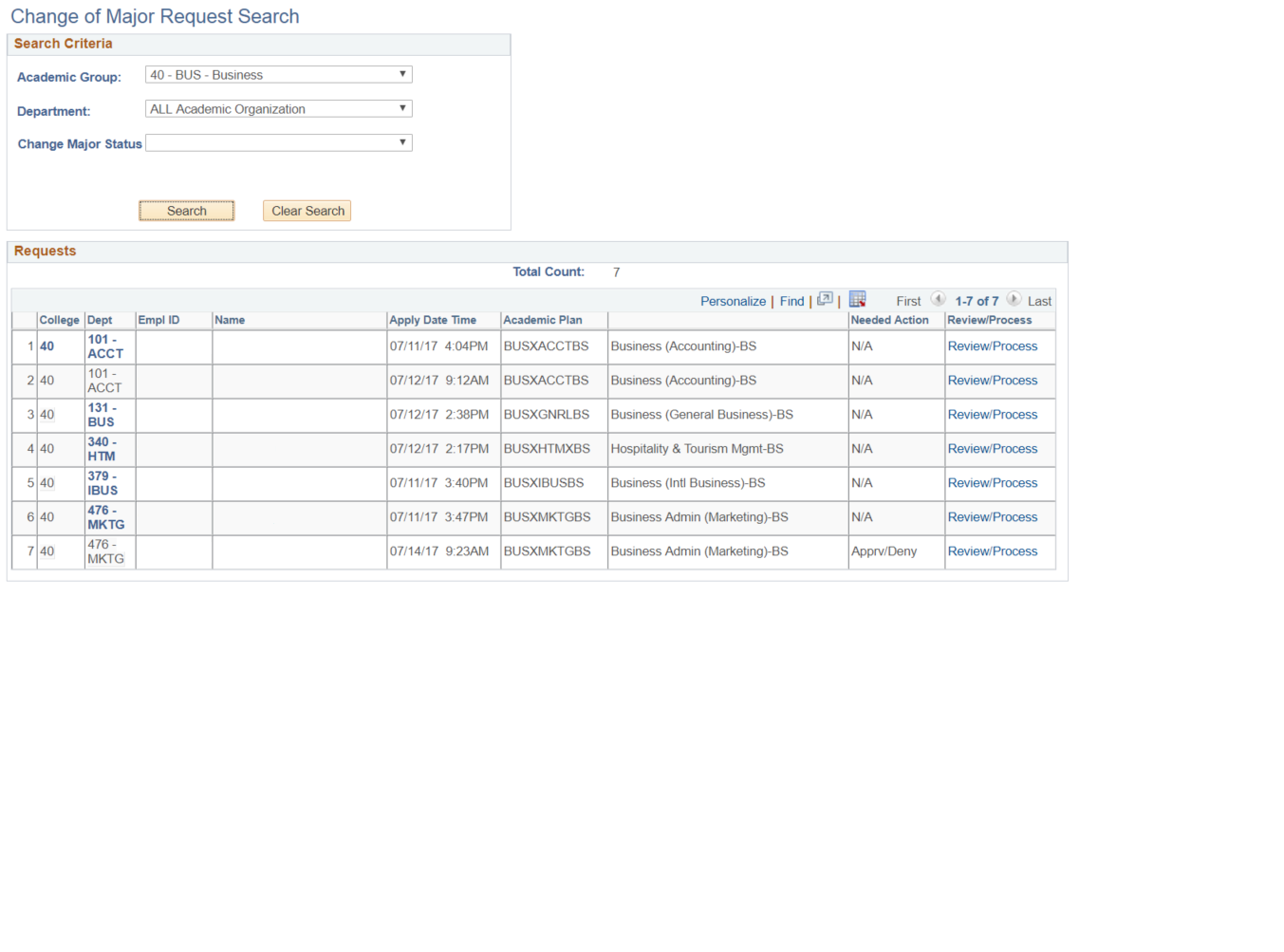
Narrow down your search criteria by selecting **Department** *and/or* **Change Major Status.** Leaving it blank will return all results.



**Step 6**

Select an item to review by clicking on the **Review/Process** link.

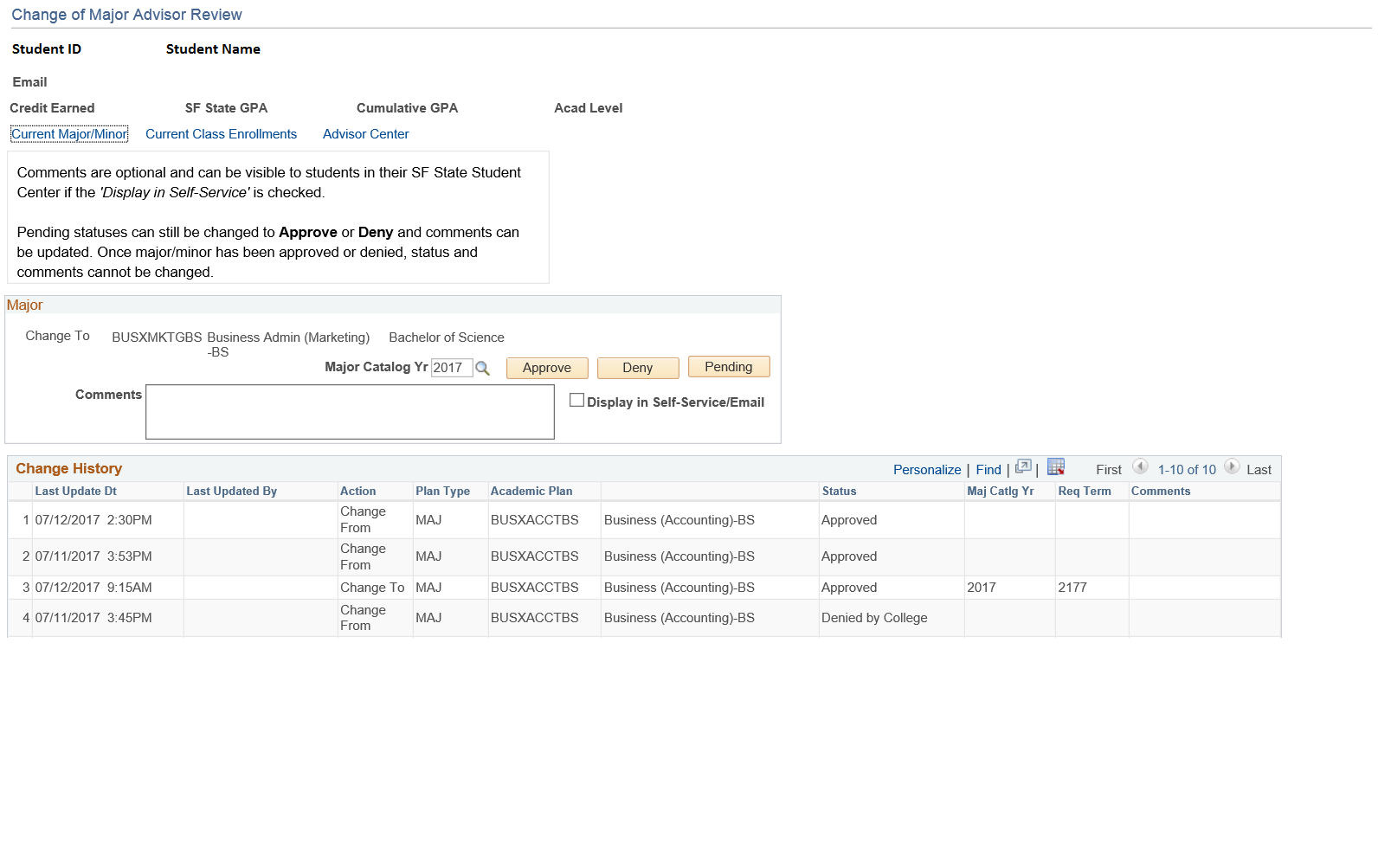
(This advisor has selected item #7 – BUSXMKTGBS.)



**Step 7**

The **Change of Major Advisor Review** page displays information of the request, including:

* Student ID, student name, and SF State email
* Total cumulative units, SF State GPA, Cumulative GPA, and student’s current class level
* Student’s current major/minor, current class enrollments, advisor center (*all 3 links will open in new tabs*)
* The major/minor and catalog year of the student’s request
* Approve, Deny, Pending action buttons
* Comments text box and the option to select whether the text displays in the student’s self-service and email
* Any change history, specifically to the requested academic plan, for the student

****

1. Change Major Catalog Year – ***optional***

By default, the major catalog year will be set with the following conditions:

1. The catalog year will update when Summer term begins.
2. If current semester is Winter or Spring, the catalog year will take the Fall term of undergrad from **last year**,
3. If current semester is Summer, the catalog year will take the Fall term of undergrad from **current year**,
4. If current semester is Fall, the catalog year will take the current fall term of undergrad.
5. Input comments – ***optional***

**Important:** comments, shared or not, will be part of the student’s academic record and can be subpoenaed

**Tip:** Comments text box is ASCII text. Hyperlinks, if used, will require students to type/copy & paste in URL address. Special characters are not recommended.

1. Select whether the comment can be displayed in student’s self-service/email – ***optional***
2. Approve, Deny, Pending

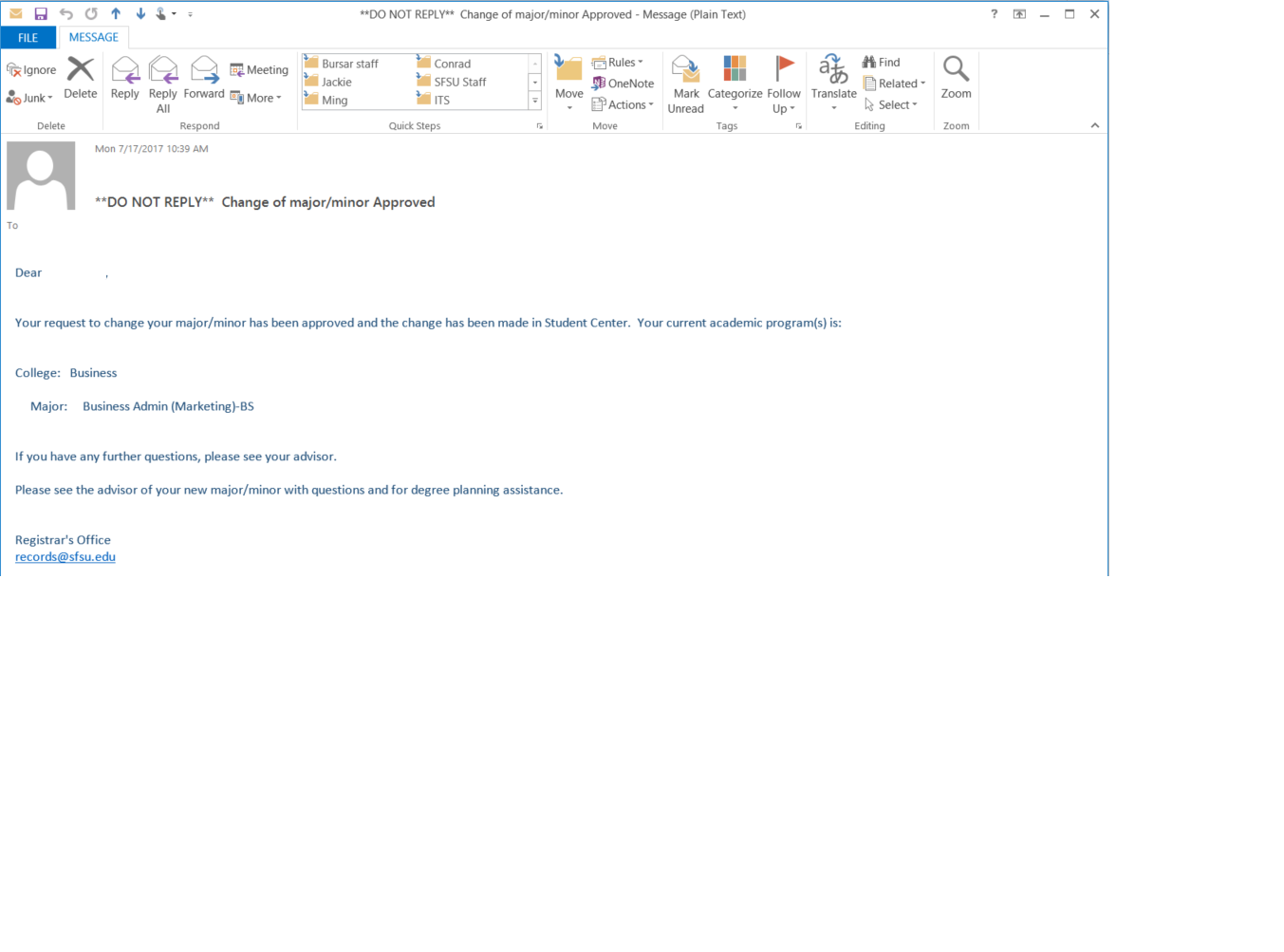
If approve or deny action is selected, button will be greyed out and email notification will be sent to student.

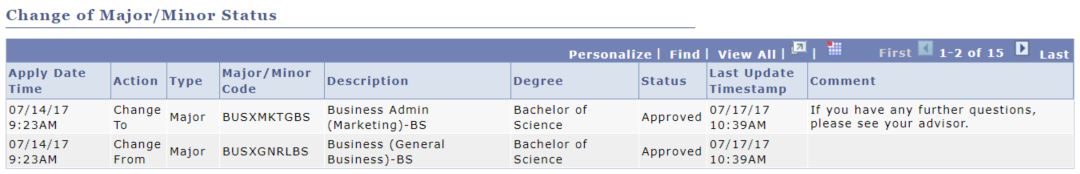
If pending is selected, button **will not** grey out and email notification will be sent to the student.

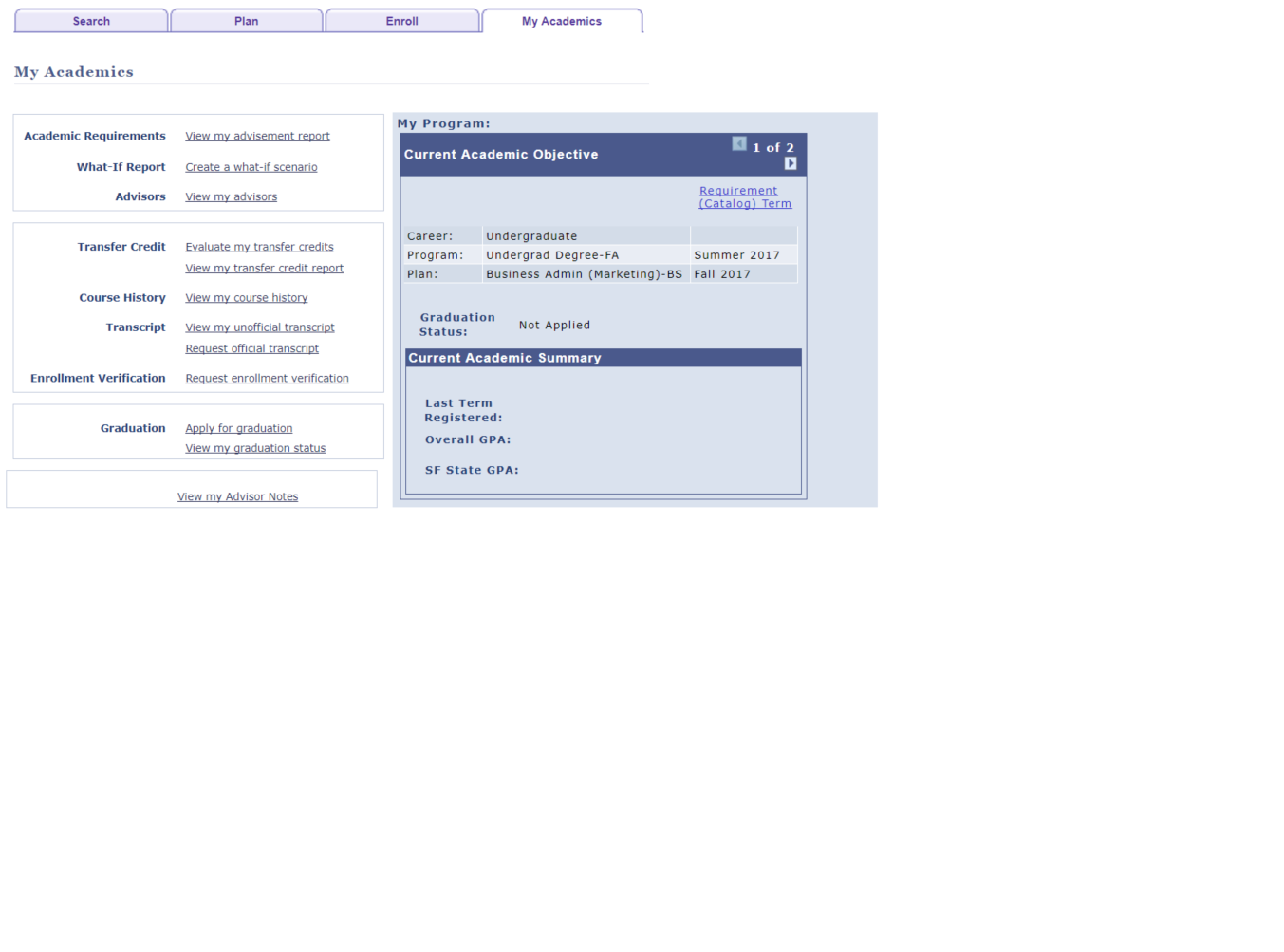
**Step 8**

Once an action (approve, deny, pending) has been selected, students will be notified via email and status will be updated in student center.

**Example of approved major/minor:**

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**Step 9**

College advisors or administrators can view a student’s **Change of Major/Minor** history.

Go to the Change of Major History page.

1. Under Menu 🡪 SF State 🡪 Campus Solutions 🡪 Academic Advisement 🡪 Major Change – Advisor Review 🡪

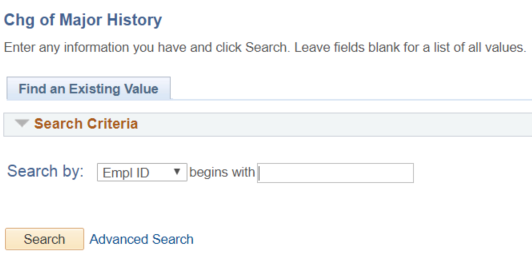
Change of Major History



**Step 10**

The basic search criteria will be student ID, while the advanced search criteria includes student first name and last name.

**Tip**: If field(s) are left blank, search will return **all** students.



**Step 11**

The **Change of Major History** page will display all the recorded transactions for a student, which includes the following:

* Transaction details (applied date and time, action, plan type, program, academic plan, plan description, status, comments, advisor/administrator that processed the request, last update and time)

