Online Change of Major/Minor

The registrar's office has a system for processing change of major/minor requests online that is already used by many departments in LCA and throughout the university, including all majors in the College of Business.

There are many benefits to going to the online change of major:
- **It is quick and easy for both the student and department.** Depending on the department and change of major requirements, an online change of major request can be approved and changed within a week.
- **It saves paper.** No more forms to print out and make sure the student filled out correctly.
- **It saves time** for the student, department faculty and staff, and the registrar staff.

Steps for Getting Access to Online Change of Major/Minor:

1. Identify who will approve change of major requests for the department. Approvals are typically handled by a department staff member and/or the chair. It is important to have more than one person so that there is coverage when one approver is away.
2. All approvers need to complete the Data Security/FERPA training in SumTotal/CSULearn. More information about CSU Learn can be found here https://its.sfsu.edu/guides/csulearn-faq .
3. All approvers need to fill out and retrieve signatures on the CS access form requesting access to student records and adding the role of SFO_CS_SR_CHG_MAJ_REVIEWER (in description of access box), https://registrar.sfsu.edu/sites/default/files/cms_sa_combined_v3.pdf
4. Email the following to Rogelio Manaois, Associate Registrar, jmanaois@sfsu.edu
   a. List of Majors and Minors that you want moved to the online request system.
   b. List of staff and faculty who will need this access and for which majors and minors each person should approve.
   c. Completed, and signed, CS Access forms for all approvers.

A note from the registrar's office:
Some departments, while waiting for access, use the paper form that was then processed by our office. The request to allow students to request online has already been done so students will have made a request online prior to the paper form being approved and processed. The student's electronic request is still in CS awaiting approval/denial and the student will not be able to make any new requests until that approval or denial is done. Approvers will not be able to approve a request to a major/minor that the student is already in so they will need to deny the request and add a comment that the student is already in the major and denial is recorded so they can make a future request.

A recommendation for managing requests:
While the online process is faster than the paper process, it is necessary to find a way to manage the process and help students, while also attending to other duties. To manage online change of major requests, especially during the busiest times, such as the beginning of semester and class registration, set up a day of the week that change of major/minor requests are reviewed and processed. Inform and publicize to students that change of major/minor requests will only be reviewed and processed on this designated day each week.

Instructions on how students request a change of major online, and how to approve/deny a change of major online can be found on the LCA Student iLearn site under the Campus Solutions section.

SAN FRANCISCO STATE UNIVERSITY

CAMPUS SOLUTIONS ACCESS REQUEST FORM
Student Administration Module
Admission, Student Records, Campus Community, Financial Aid, Academic Advisement, Student Financials

1. USER INFORMATION:

Last Name:_____ First:_____ M.I.:_____ Employee ID #:_____
Job Title:_____ Effective Date:_____
Email:_____ Extension:_____
Dept. Name:_____ Dept. ID #:_____

2. EMPLOYEE STATUS:

| Permanent | Temporary | Affiliate | Auxiliary |
| Student Worker | | | |

3. INFO. SECURITY TRAINING STATUS:

Status:_____ Completion Date:_____

4. SELECT A MODULE: *One form per module*. Route the completed and signed form to the appropriate Gatekeeper below:

Admissions **Campus Community** **Financial Aid** **Student Financials** **Student Records** **Academic Advisement**

5. DESCRIPTION OF ACCESS REQUESTED TO BE ADDED OR REMOVED:

6. USER TO CLONE: *Row Level Security would be applied using this information.*

Last Name: _____ First:_____ Employee ID #:_____

7.SIGNATURE/APPROVALS:

Applicant's Supervisor, Division/College Administrator: My signature certifies that the named employee requires access to data within CS to perform their job duties. I understand that it is my obligation to ensure that adequate training is provided to the employee in compliance with State and Federal laws and University policies governing access to information contained in employee, applicant and student records.

Applicant's Signature: Signature:_____   Date:_____

Applicant's Supervisor: Print:_____ Signature:_____ Date:_____
                             Extension:_____ Email:_____@sfsu.edu
Registration Coordinator: Print:_____ Signature:_____ Date:_____
Module Gatekeeper: Print:_____ Signature:_____ Date:_____
                             Extension:_____ Email:_____@sfsu.edu

Account Administrator: Print:_____ Signature:_____ Date:_____

CAMPUS SOLUTIONS ACCESS REQUEST FORM - STUDENT ADMIN INSTRUCTIONS

PURPOSE: The Campus Solutions Account and Access Authorization form is to be filled by all members of Campus Solution implementation team to request access to CS project resources. See *Administrative Account Access Control Policy* (http://tech.sfsu.edu/policy/administrativeaccountaccesscontrolpolicy), and *Policy for server security* (http://tech.sfsu.edu/policy/serversecurity).

NOTE: Submit this form when you have a new person who will require systems access for CS resources. Submit a fully completed form to avoid delays in account creation. In case you have any questions, please contact the appropriate gatekeeper for the requested module located on the *Campus Solutions Gatekeepers list*

By signing this form, the user agrees to have read, understood and to abide by the campus *Acceptable Use Policy* (http://tech.sfsu.edu/policy/acceptableusepolicy and *Network Policy* (http://tech.sfsu.edu/policy/networkpolicy) and other policies as listed

INSTRUCTIONS: Use this form to request access for CAMPUS SOLUTIONS Student Administration modules. Complete ONE form for each employee/module. If an employee is leaving and a new employee is hired, two forms must be completed. One form to remove all access for the employee leaving and another form for the new employee requesting new access to the specified module.

The Campus Solutions Security Team strives to fill all requests as soon as possible. However, to ensure the requested security is in place by the date needed, please submit your security request six (6) business days in advance.

1. USER INFORMATION:
All fields are mandatory in this section.

2. EMPLOYEE STATUS:
Select **ONE** of the employee status that represents your affiliation with the university. **Permanent, Temporary (**< 1 year assignment**), Affiliate (**for access to CASHNET**), Auxiliary** (Community member, non employee status) or **Student Worker**.

3. INFORMATION SECURITY TRAINING STATUS:
Employee and Student Information Privacy needs to be completed. This will be filled out by the Applicant Supervisor / Registration Coordinator. Training and validation can be conducted in SkillPort.

4. MODULES:
Select **ONE** of the following CAMPUS SOLUTIONS SA modules for each employee: 1. *Admissions;* 2. *Campus Community*; 3. *Financial Aid*; 4. *Student Records*; 5. *Student Financials*; 6. *Academic Advisement*.

5. DESCRIPTION OF ACCESS REQUESTED TO BE ADDED OR REMOVED:
Specify *ADD* or *REMOVE*, along with a brief description of the requested access within the selected module.

6. USER TO CLONE:
If applicable, provide the full name and ID number of another employee in the department that has the same access.

7. SIGNATURE/APPROVALS:
This form must be signed by the *Applicant's Supervisor* and *College or Division Administrator* after completion. Send the form to the appropriate Gatekeeper/Module listed in Section 3 on the form.

8. TRAINING
The *Applicant's Supervisor / Registration Coordinator* are responsible for ensuring the completion of appropriate training for the requested roles.

9. QUESTIONS
If you have questions about the form or need clarification on the roles, please contact the appropriate gatekeeper for the requested module located on the *Campus Solutions Gatekeepers list*.