

LEAN Major Change Recommendations

- I. Improvements in progress:
 - 1) Standardize critical information every students needs to know
 - 2) **Add college requirements to UAC website**
 - 3) **Standardize terminology**
 - 4) Created online change of majors toolbox: exploration and process for students
 - 5) **Establish point of contact in Colleges/Department for major change for Exploratory Advisors**
 - 6) **Explore possibility of an interactive tool on UAC website to guide students**
 - 7) **Develop flowchart referral process for major change students**
 - 8) **Change “Major Change Advising” to “Exploratory Advising”**
 - 9) **Electronically sign up for “New College Advising” sessions in EAB/Pathfinder and track attendance**
 - 10) **Assign Exploratory Advisors (formerly Major Change Advisors) as secondary advisors of record**

- II. Recommendations seeking approval:
 - a. Eliminate Change of College/School form and replace with “terms of agreement” notification in the CCR (notification within 5 business days)
 - b. Standard of practice of information entered into DegreeWorks and EAB/Pathfinder
 - c. Align DegreeWorks for mirror universal program of study
 - d. Implement a paperless process for assigning advisors in CAS
 - e. **Develop Information Sessions for students in all colleges (CAS, MUSC, SOWK)**
 - f. Request Admissions to share major change data through EAB/Pathfinder between acceptance and add/drop deadline
 - g. **Establish universal submissions deadline for all sessions and grid updates (Aug. 15 and Jan. 15)**

Bolded = currently in progress

Recommendation in progress:

Exploratory Advisors lifting advisement holds and listed as secondary advisor.

- I. Spring 2018: Pilot with the College of Information and Communications (CIC)
- II. Exploratory Advisors (EA) authorized to lift advisement holds:
 - a. Students must be “in transition” to new college for more than one semester (but not more than two semesters) due to:
 - i. Not meeting minimum academic entry requirements to immediate change majors
 - ii. Missed deadline to attend New Major Information Session and/or apply to new college
 - b. EA will place advised course recommendations into DegreeWorks
 - i. Will include note of student’s intended major
 - c. EA will note in EAB/Pathfinder “Report on Advising” that advised course recommendations are in DegreeWorks
 - i. Will continue to capture notes from advising appointment and upload related documents
 - d. Supplemental Advisement Form will no longer be used
- III. Exploratory Advisor recorded as 2nd advisor of record in Banner
 - a. Provides student with an identified advisor while in transition between colleges
 - i. Coded in Banner as “EA” (Exploratory Advisor)
 - ii. EA will **NOT** be listed as the primary advisor
 - b. Students must be “in transition” to new college for more than one semester (but not more than two semesters)
 - c. EA will monitor “case loads” though EAB/Pathfinder Watchlists
 - i. Current practice for students who visit Exploratory Advising and need continuing support while in transition