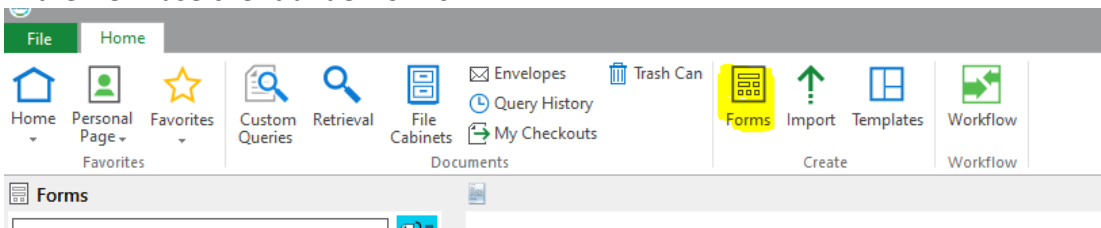


HOW TO USE ONBASE TO SUBMIT AN UNDERGRADUATE MAJOR or MINOR CHANGE FORM

All approvers will need to install OnBase Client in order to approve all forms. The directions on how to install the client can be found at [How to Install OnBase for PC users](#). If you have questions with the installation or would like to have someone walk you through the process, please contact TSC to put in a ticket.

Click here ([OnBase for MAC users](#)) if you are a Macintosh user.

1. Student will contact major department to request a major or minor change form is submitted on their behalf.
2. Advisor or department designee may access the form at <https://www.unco.edu/registrar/forms.aspx> or in their OnBase client under forms



3. If requesting a major change, the department designee must be an approved person from the major department.
 - a. If requesting a minor change, the department designee may be from the student's major department
4. Fill in the student's bear number, and the student name and bear email will auto populate
 - a. Please confirm it is the correct student name

Student Information

Bear ID *	Email Address *
<input type="text"/>	<input type="text" value="@bears.unco.edu"/>
First Name *	Last Name *
<input type="text"/>	<input type="text"/>
Does the student have a previous Bachelor's degree from UNC? *	
<input type="text"/>	

Student Information

Bear ID *	Email Address *
<input type="text" value="800375412"/>	<input type="text" value="test6816@bears.unco.edu"/>
First Name *	Last Name *
<input type="text" value="Just"/>	<input type="text" value="Testing"/>
Does the student have a previous Bachelor's degree from UNC? *	
<input type="text"/>	

5. Select YES or NO in the does the student have a previous bachelors' degree from UNC?

Student Information

Bear ID* Email Address*

First Name* Last Name*

Does the student have a previous Bachelor's degree from UNC? *

6. Select Campus Location EXTENDED CAMPUS or MAIN CAMPUS

Major Changes – Please type out the major if it doesn't exist in the dropdown

A change of major or major emphasis will ordinarily move the student into the current catalog. For multiple majors, see the Office of the Registrar website [here](#).

Campus Location

Major1 Major1 Action Major Advisor1 Name

Major2 Major2 Action Major Advisor2 Name

7. Select Major1 or Minor1 from the drop down
 a. Select Major1 or Minor1 action (add or drop)

Major Changes – Please type out the major if it doesn't exist in the dropdown

A change of major or major emphasis will ordinarily move the student into the current catalog. For multiple majors, see the Office of the Registrar website [here](#).

Campus Location

Major1 Major1 Action Major Advisor1 Name

Major2 Major2 Action Major Advisor2 Name

Minor Changes – Please type out the minor if it doesn't exist in the dropdown

A minor may be declared only with a degree-seeking major and will follow the catalog of the current major if the minor existed in that catalog. If the minor did not exist, the student will be moved into the current catalog for both the minor.

Minor1 Minor1 Action Minor1 Advisor Name

Minor2 Minor2 Action Minor2 Advisor Name

8. If submitting a Major, please select the appropriate advisor name
 9. A catalog year only needs to be selected if a student is only changing their catalog year. Otherwise any major changes will be moved to the current catalog and minor catalog year will match the declared major.

Catalog Year Change

I would like to change my catalog forward to the below catalog year. I understand it is my responsibility to know how this change will affect my major/minor program requirements.

Catalog Year

10. A single form may be used for 2 major actions, 2 minor actions, and 2 endorsement actions. If further space is needed, please add a note in the note box and submit a follow up form.

Additional Notes:

11. Hit submit
 a. The form will be sent to the Office of the Registrar for processing
 b. The student will receive an email to their bear email letting them know a major/minor change has been processed on their behalf

Example Approval email:

Dear (Student Name),

The Office of the Registrar received a major/minor change form for you from (Department designee). Please look at your Degree Works to verify the changes were made according to the conversation with your advisor.

If the changes are correct, then no further action is required.

- If the changes incorrect, please respond to registrar@unco.edu and we will make every effort to rectify the situation.

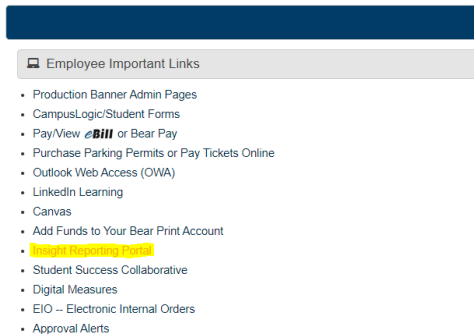
Sincerely,

Office of the Registrar

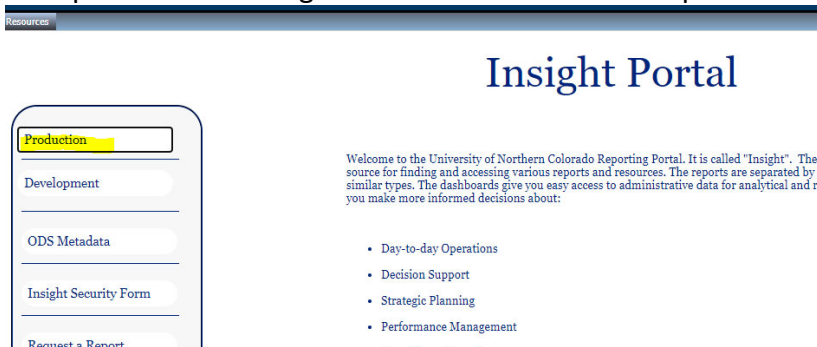
INSIGHT REPORT FOR ASSIGNING ADVISORS FOR NEWLY DECLARED MAJORS/MINORS

12. The assigned department person will run the ACD 133 Major/Minor change by date weekly to look for majors and minors declared in their department.

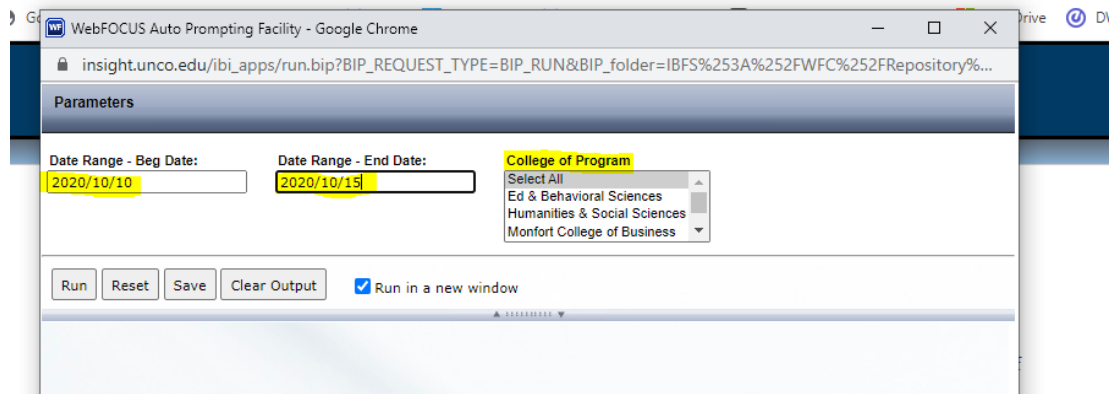
- a. Sign into insight production by going through the employee tab of URSA



- b. Click production and sign in with first.last and URSA password



- c. On your college tab click on ACD 133 Major/Minor change date and enter dates you wish to run and click on your college



- d. Review the list of students who have declared major/minors in your department.
- e. Review the students in banner on SGAADVR to add appropriate advisors