

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 <u>How to Install OnBase for PC users</u>. 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 • Øbears.unco.edu
First Name*	Last Name *
Does the student have a previous Bachelor's degree from UNC?*	
Student Information	
Student Information Bear ID * 800375412	Email Address • test6816@bears.unco.edu
Student Information Bear ID * 800375412 First Name * Number 1	Email Address * test6816@bears.unco.edu Last Name *
Student Information Bear ID * [800375412 First Name* [Just] Does the student have a previous Bachelor's degree from UNC2*	Email Address • test6816@bears.unco.edu Last Name • Testing
Student Information Bear ID* 800375412 First Name* Just Does the student have a previous Bachelor's degree from UNC?*	Email Address * test6816@bears.unco.edu Last Name * Testing

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

Student Information	
Bear ID * 800375412	Email Address * test6816@bears.unco.edu
First Name*	Last Name*
Just	Testing
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 i	n 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 Main Campus Y			
Major1	Major1 Action	Major Advisor1 Name	
Anthropology–BA	Add 🗸	Laura Beyers 🔻	
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	n the dropdown	
A change of major or major emphasis will ordinarily move the student into t Campus Location Main Campus	he current catalog. For multiple majors, see the Office of the Registrar website	here.
Major 1 Anthropology-BA	Major1 Action Add	Major Advisor1 Name Laura Beyers
Major2	Major2 Action	Major Advisor2 Name
Minor Changes – Please type out the minor if it doesn't exi	st in the dropdown	
A minor may be declared only with a degree-seeking major and will follo the minor.	ow 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
Minor1 Aerospace Studies	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 is 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:	
Please see second form for the dropping of a 3rd minor	

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

	Employee Important Links
	Production Banner Admin Pages
	CampusLogic/Student Forms
	Pay/View @Bill or Bear Pay
	Purchase Parking Permits or Pay Tickets Online
	Outlook Web Access (OWA)
	LinkedIn Learning
	Canvas
	Add Funds to Your Bear Print Account
	Insight Reporting Portal
	Student Success Collaborative
	Digital Measures
	EIO Electronic Internal Orders
	Approval Alerts
b.	Click production and sign in with first.last and URSA password
	Resources
	T 11. D 1
	Insight Portal

Development	Welcome to the University of Northern Colorado Reporting Portal. It is called "Insight". The pr source for finding and accessing various reports and resources. The reports are separated by tal similar types. The dashboards give you easy access to administrative data for analytical and rep you make more informed decisions about:
ODS Metadata	Day-to-day Operations
	Decision Support
Insight Security Form	Strategic Planning
	Performance Management
Request a Report	

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

WebFOCUS Auto Prompting Facility - Google Chrome —		\times	rive	ଭ
insight.unco.edu/ibi_apps/run.bip?BIP_REQUEST_TYPE=BIP_RUN&BIP_folder=IBFS%253A%252FWFC%252FRep	positor	y%		
Parameters				
Date Range - Beg Date: Date Range - End Date: College of Program 2020/10/10 Select All				
Ed & Behavioral Sciences				
Monfort College of Business 💌				
Run Reset Save Clear Output Run in a new window				
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- 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