

Change of Major / Minor - Faculty Processing

This guides provides instructions on how to process a Change of Major / Minor request.

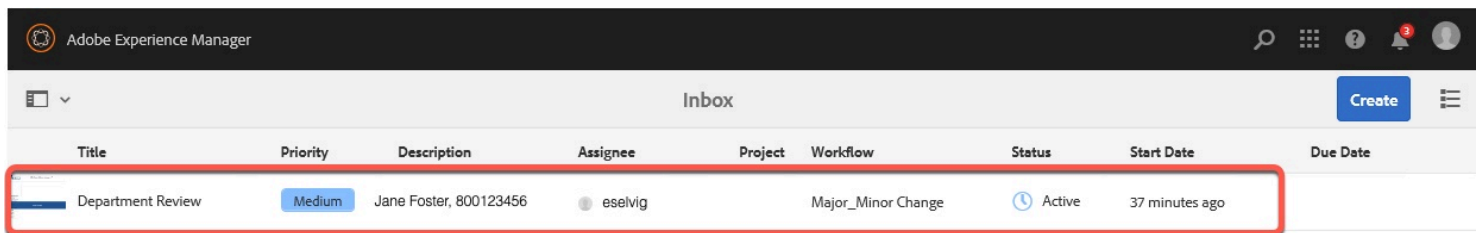
Instructor

Login to AEM

[Accessing AEM Inbox Items](#)

Step 1:

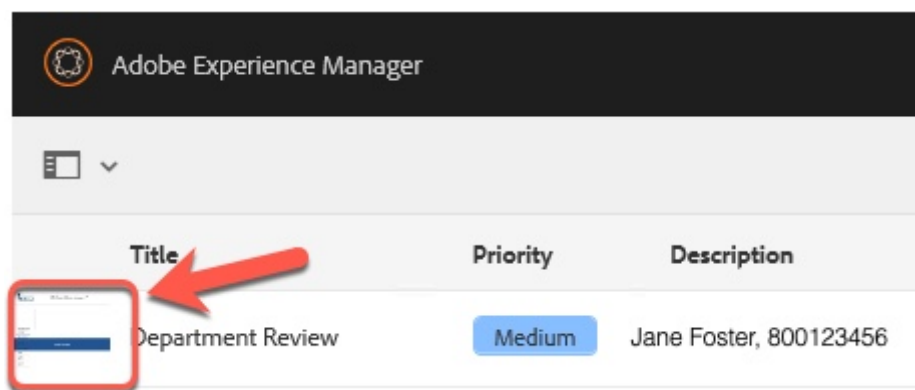
Locate the item you would like to process



Title	Priority	Description	Assignee	Project	Workflow	Status	Start Date	Due Date
Department Review	Medium	Jane Foster, 800123456	eselvig		Major_Minor Change	Active	37 minutes ago	

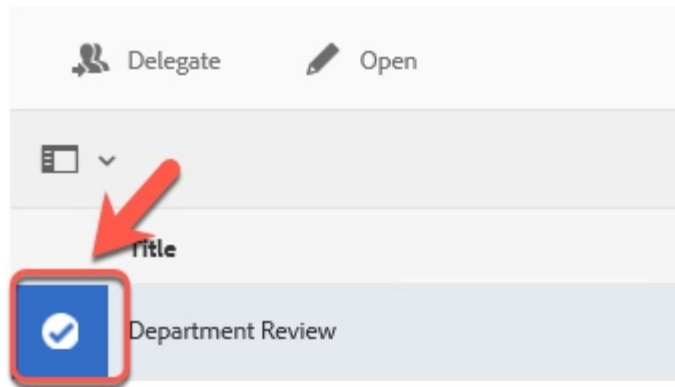
Step 2:

Click on the document icon to select



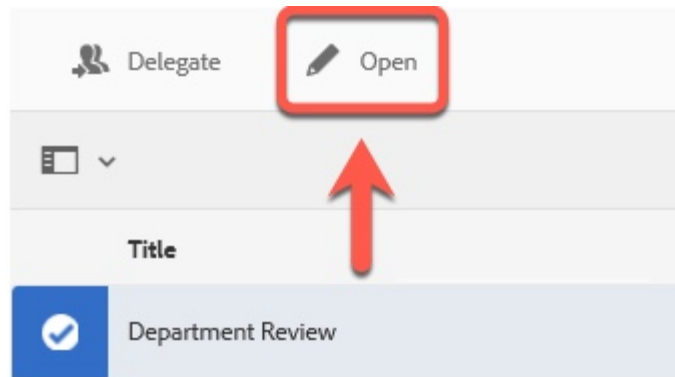
Title	Priority	Description
Department Review	Medium	Jane Foster, 800123456

The document icon will turn blue when selected



Step 3:

Click the **Open** button



Step 4: Optional

Click the **Task Details** link to close the side panel (for ease of viewing)

Submit Delegate

Department Review

Document Workflow Details

Undergraduate Major & Minor Change

Students, it is strongly recommended you discuss major/minor changes with your college major advising team before submitting any request to change your major or minor. Please visit CSU Fullerton's Student Success Central website to find the Student Success Team for your college and [book an appointment](#)

To know more about the University Policy Statement: [Click Here](#)

Case ID: 1026363

Task Details

Description

Status: ACTIVE

Start Date: 2020-09-16 14:25:41

Task Attachments: Attach File(s)

Workflow: Major_Minor Change

Student Information	STUDENT INFORMATION		
(B) Additional Major (s)/Concentration	CWID:	First Name:	Last Name:
(C) Minor	Middle Name:	Phone #	Email:
Student Signature	Current Major:	Catalog Year:	
	Communicative Disorders, Communicative Disorders CONCENTRATION, BA.	Spring 2017	

! For tabs A-E, only the tabs with activity within them will show

Student Information	STUDENT INFORMATION		
(A) Change Current Major/Concentration To New	CWID:	First Name:	Last Name:
(B) Additional Major (s)/Concentration	Middle Name:	Phone #	Email:
(C) Minor	Current Major:	Catalog Year:	
(D) Certificate	Geography, Geography CONCENTRATION, BA.	Spring 2019	
Student Signature			

Step 5:


Click on each tab (as available) to review the information provided

(A)Change Current
Major/Concentration
To New

(B)Additional Major
(s)/Concentration

(C) Minor

(D) Certificate


 There will be a **Department Signature** section within one of the sections A-D provided

Department Signature

Step 6:

Check the box to verify stipulations have been met

DEPARTMENT SIGNATURE

 ☐ In approving this request, my signature confirms that this major/minor change meets the stipulations stated in the University Major/Minor Change Policy

☐ Approval ☐ Denial

* Department Signature: * Date: Approved By:

Dept. Name:

Comments:

Upon checking the box, your Signature will be populated

Department Signature

☒ In approving this request, my signature confirms that this major/minor change meets the stipulations stated in the University Major/Minor Change Policy

☐ Approval ☐ Denial

* Department Signature: * Date: Approved By:

Nick Fury 2020-09-16 Mary Johnson

Dept. Name:

Politics Admin & Justice

Comments:

Step 7:

Indicate your decision of Approval or Denial

DEPARTMENT SIGNATURE

☒ In approving this request, my signature confirms that this major/minor change meets the stipulations stated in the University Major/Minor Change Policy

☐ Approval ☐ Denial

* Department Signature: admin * Date: 2020-09-16 Approved By: Hubrecht Delijser

Dept. Name: Chemistry & Biochemistry

Comments:

Step 8: Optional

Leave any comments in the **Comments** field

DEPARTMENT SIGNATURE

☒ In approving this request, my signature confirms that this major/minor change meets the stipulations stated in the University Major/Minor Change Policy

☒ Approval ☐ Denial

* Department Signature: Erik Selvig * Date: 2020-09-16 Approved By: Erik Selvig


Dept. Name: Chemistry & Biochemistry

Comments:

Student Signature

Step 9:

Click on the **Student Signature** tab

Student Information	STUDENT SIGNATURE	
(A)Change Current Major/Concentration To New	<i>Note: If you are declaring your first major and were previously undecided, changing your concentration, or adding your first minor, these require no fee. For all other changes of majors and minors, the \$10 charge will be added to your CSUF account to be paid August 31, 2020, unless you are a graduation candidate for Spring or Summer 2020.</i>	
(B)Additional Major (s)/Concentration	<input checked="" type="checkbox"/> I am submitting this form which I confirm is true and submitted to the best of my ability.	
(C) Minor	* Signature:	* Date:
(D) Certificate	Jane Foster	2020-09-17 
Student Signature	Comments:	

Step 10:

Review any information provided in the **Comments** section



Undergraduate Major & Minor Change

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To know more about the University Policy Statement: [Click Here](#)

Case ID

1026363

Student Information	<p>STUDENT SIGNATURE</p> <p><i>Note: If you are declaring your first major and were previously undecided, changing your concentration, or adding your first minor, these require no fee. For all other changes of majors and minors, the \$10 charge will be added to your CSUF account to be paid August 31, 2020, unless you are a graduation candidate for Spring or Summer 2020.</i></p> <p><input checked="" type="checkbox"/> I am submitting this form which I confirm is true and submitted to the best of my ability.</p> <p>* Signature: <input type="text" value="Jane Foster"/> * Date: <input type="text" value="2020-09-16"/> </p> <p>Comments: <div style="border: 1px solid #ccc; height: 30px; width: 100%;"></div></p>
(B) Additional Major (s)/Concentration	
(C) Minor	
Student Signature	



Submitting

Step 11:

When you are ready to Submit, click the **Submit** button

Submit


Delegate

Department Review

>> Task Details

Document

Workflow Details



Undergraduate Major & Minor Change

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Case ID

1026363

Student Information	STUDENT SIGNATURE <i>Note: If you are declaring your first major and were previously undecided, changing your concentration, or adding your first minor, these require no fee. For all other changes of majors and minors, the \$10 charge will be added to your CSUF account to be paid August 31, 2020, unless you are a graduation candidate for Spring or Summer 2020.</i>
(B)Additional Major (s)/Concentration	
(C) Minor	
Student Signature	

☒ I am submitting this form which I confirm is true and submitted to the best of my ability.

* Signature:

Jane Foster

* Date:

2020-09-16

Comments:

Step 12: Optional

Leave additional comments in the Comment field

the University Policy Statement: [Click Here](#)

Confirm

You are going to perform the following action:

Submit

Comment (optional)

Cancel

Confirm

2020-09-16

Step 13:

Click the **Confirm** button

the University Policy Statement: [Click Here](#)

Confirm

You are going to perform the following action:

Submit

Comment (optional)

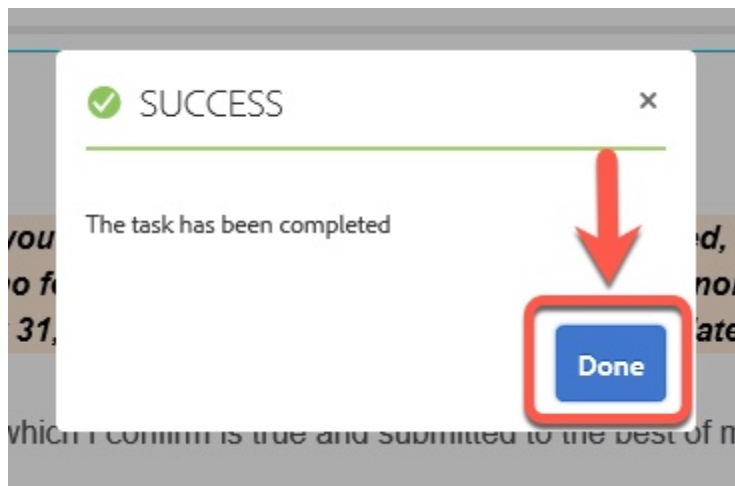
Cancel

Confirm

2020-09-16

Step 14:

Click the **Done** button to exit



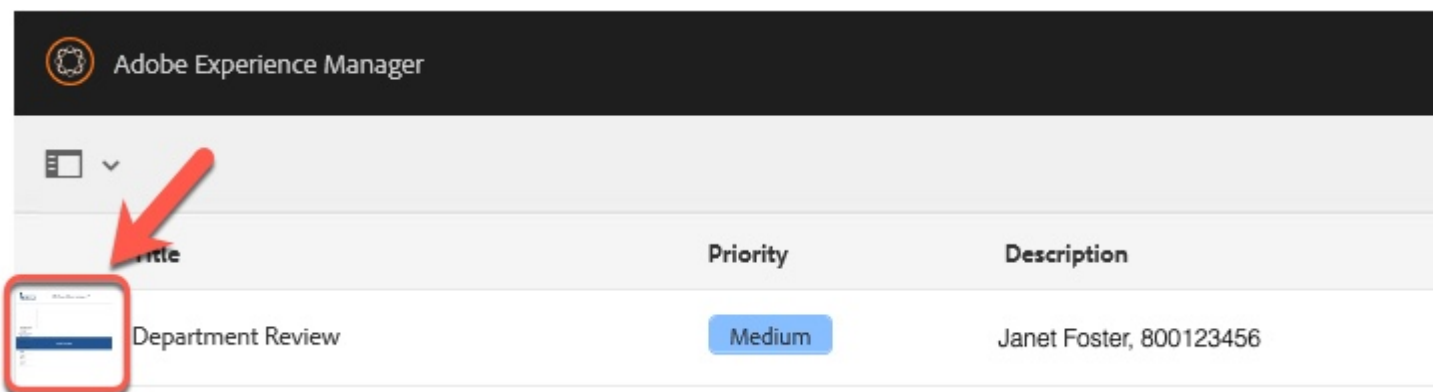
Department

Login to AEM

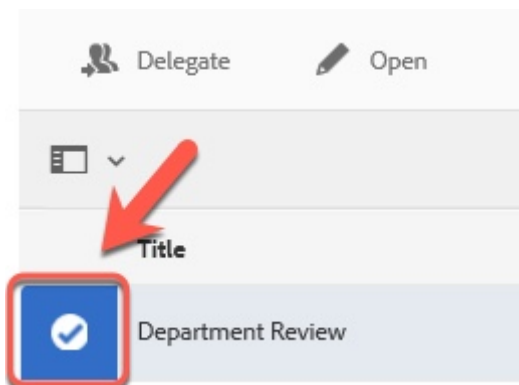
[Accessing AEM Inbox Items](#)

Step 1:

Locate the request you would like to process and click on the document icon

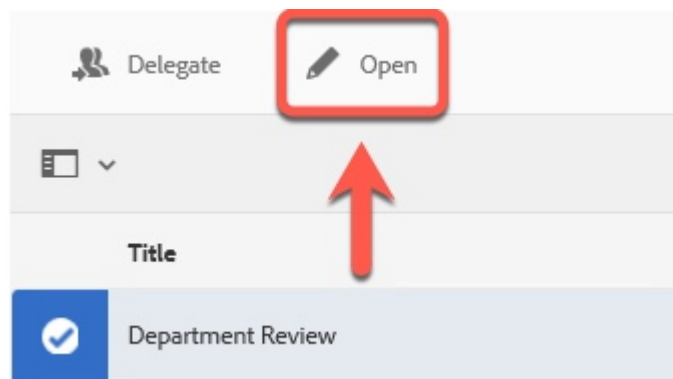


The document icon will turn blue when selected



Step 2:

Click the **Open** button



Step 3: Optional

Click the **Task Details** link to close the side panel (for ease of view)

Submit Delegate

Department Review

Document Workflow Details

« Task Details

Undergraduate Major & Minor Change

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Student Information	STUDENT INFORMATION		
(B)Additional Major (s)/Concentration	CWID:	First Name:	Last Name:
(C) Minor	Middle Name:	Phone #	Email:
Student Signature	Current Major:	Catalog Year:	
	Communicative Disorders, Communicative Disorders CONCENTRATION, BA.	Spring 2017	



For tabs A-E, only the tabs with activity within them will show

Student Information	STUDENT INFORMATION		
(A)Change Current Major/Concentration To New	CWID:	First Name:	Last Name:
(B)Additional Major (s)/Concentration	Middle Name:	Phone #	Email:
(C) Minor	Current Major:	Catalog Year:	
(D) Certificate	Geography, Geography CONCENTRATION, BA.	Spring 2019	
Student Signature			

Step 3:


Click on each tab (as available) to review the information provided

(A)Change Current
Major/Concentration
To New

(B)Additional Major
(s)/Concentration

(C) Minor

(D) Certificate

 There will be a Department Signature section within one of the sections A-D provided

Department Signature

Step 4:

Check the box to confirm the stipulations in the University Policy have been met

DEPARTMENT SIGNATURE

☐ In approving this request, my signature confirms that this major/minor change meets the stipulations stated in the University Major/Minor Change Policy

☐ Approval ☐ Denial

* Department Signature:

* Date:

Approved By:



Dept. Name:

Comments:

Step 5:

Indicate your decision of Approval or Denial

Department Signature

☒ In approving this request, my signature confirms that this major/minor change meets the stipulations stated in the University Major/Minor Change Policy

☐ Approval ☐ Denial

* Department Signature:

* Date:

Approved By:

 Nick Fury

 2020-09-16

 Mary Johnson

Dept. Name:

 Politics Admin & Justice

Comments:

Step 6: Optional

Leave any additional comments in the **Comments** field

Department Signature - Minor

☒ In approving this request, my signature confirms that this major/minor change meets the stipulations stated in the University Major/Minor Change Policy

☒ Approval ☐ Denial

* Department Signature:

Phil Coulson

* Date:

2020-09-16

Approved By:

Phil Coulson

Dept. Name:

Politics Admin & Justice

Comments:

Student Signature

Step 7:

Click on the **Student Signature** tab

Student Information	STUDENT SIGNATURE
(A)Change Current Major/Concentration To New	<i>Note: If you are declaring your first major and were previously undecided, changing your concentration, or adding your first minor, these require no fee. For all other changes of majors and minors, the \$10 charge will be added to your CSUF account to be paid August 31, 2020, unless you are a graduation candidate for Spring or Summer 2020.</i>
(B)Additional Major (s)/Concentration	<input checked="" type="checkbox"/> I am submitting this form which I confirm is true and submitted to the best of my ability.
(C) Minor	* Signature: <input type="text" value="Jane Foster"/> * Date: <input type="text" value="2020-09-17"/>
(D) Certificate	Comments: <div></div>
Student Signature	

Step 8:

Review any comments

Student Information	STUDENT SIGNATURE
(B)Additional Major (s)/Concentration	<i>Note: If you are declaring your first major and were previously undecided, changing your concentration, or adding your first minor, these require no fee. For all other changes of majors and minors, the \$10 charge will be added to your CSUF account to be paid August 31, 2020, unless you are a graduation candidate for Spring or Summer 2020.</i>
(C) Minor	<input checked="" type="checkbox"/> I am submitting this form which I confirm is true and submitted to the best of my ability.
Student Signature	* Signature: <input type="text" value="Jane Foster"/> * Date: <input type="text" value="2020-09-16"/>
	Comments: <div></div>

Submitting

Step 9:

When you are ready to submit, click the **Submit** button

Submit

Delegate

Department Review

Task Details

Document Workflow Details

Undergraduate Major & Minor Change

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Case ID
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(B)Additional Major (s)/Concentration	
(C) Minor	
Student Signature	

Step 10:

Leave additional comments in the **Comment** field

Confirm

You are going to perform the following action:

Submit

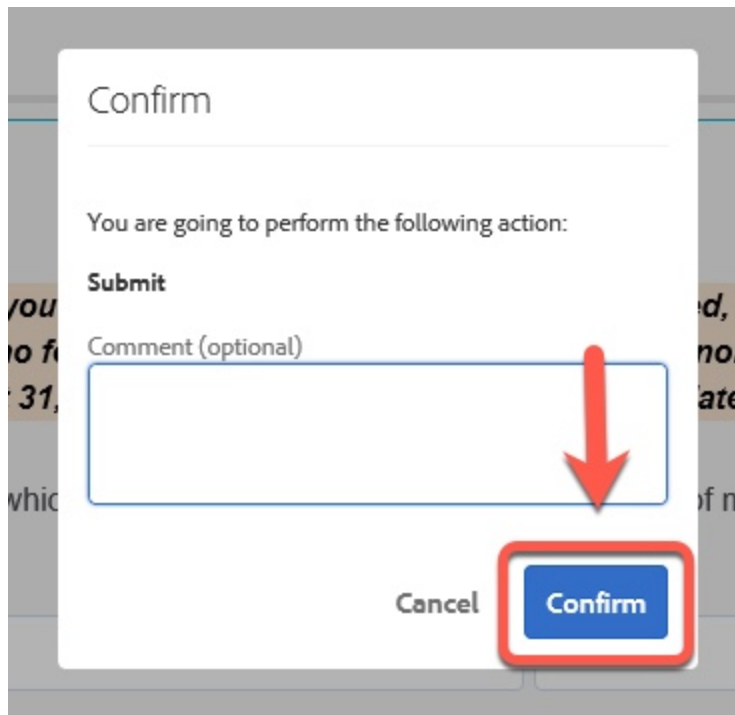
Comment (optional)

Cancel

Confirm

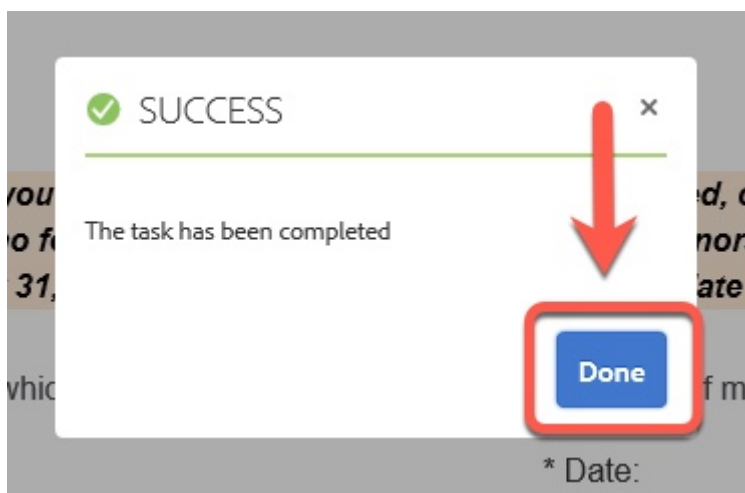
Step 11:

Click on the **Confirm** button



Step 12:

Click on the **Done** button to exit



Need More Help?

For questions or assistance, please contact the IT Help Desk at:

helpdesk@fullerton.edu

657-278-7777