

# How to Approve/Deny a Major/Minor (Advisor's perspective)

## Step 1

Go to SF State's home page at [www.sfsu.edu](http://www.sfsu.edu) and:

1. Select the Login link to log into SF State Gateway/MySFSU.
2. Log in with your SF State ID or E-mail and SF State Password.

## SF State Global Login

Login to SF State Gateway with your San Francisco State ID and gain seamless access to multiple online systems and applications.

Are you having trouble accessing Human Resources and Campus Solutions, Faculty Center or Student Center?

SF State ID or E-mail	<input type="text"/>
SF State Password	<input type="password"/>
	<input type="button" value="Login"/>

## Step 2

Your SF State Gateway home page displays.

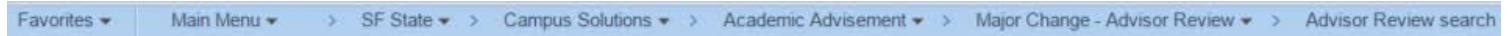
Click the **Employee Services** link under the *Faculty/Staff* section and log into **CS and HR Self Service**.

The screenshot shows the SF State Gateway website. On the left, there are navigation links for Home, Future Students (Application Status), Student (Schedule / Classes, Academics, Financial / Jobs), Faculty / Staff (Class Services, Employee Services, IT Services). The main content area features a link to Employee Services, which leads to Campus Solutions and HR Self Service. A 'Launch' button for CS and HR Self Service is visible, along with a PDF link for the HR Self Service Navigation Guide. Below this is a section for Benefits Information, which states that the information reflects current enrollment or most recent benefits election(s) for which you are eligible. At the bottom, it provides contact information for Human Resources at (415) 338-1872. On the right side, there are several utility links including Employee Services Links (CSYou, Fiscal Affairs, Human Resources, Pay Day Schedule), Transportation (SF State Parking & Transportation, Parking Permits), Travel (SF State Travel Center, Enterprise / National Rental Car Reservation, Car Reservation Instructions), OneCard (OneCard Information, OneCard Account), and Library (Library Account, Library Fine & Fee Information).

### Step 3

Go to the Advisor Review search page.

1. Under Menu → SF State → Campus Solutions → Academic Advisement → Major Change – Advisor Review → Advisor Review search



### Step 4

The **Change of Major Request Search** page appears displays the record of the request(s) including:

- Transaction details (college, department, student ID, name, date and time, academic plan, description of academic plan)
- Needed action
  - o **N/A** indicates that no action is needed, as the request has already been processed
  - o **Apprv/Deny** indicates that the request is still outstanding
- Review/Process link to the specified request

Select the **Academic Group** in the drop-down menu. The available selection(s) is determined by a user's row-level security.

College	Dept	Empl ID	Name	Apply Date Time	Academic Plan	Needed Action	Review/Process
1							Review/Process

### Step 5

Narrow down your search criteria by selecting **Department** *and/or* **Change Major Status**. Leaving it blank will return all results.

#### Change of Major Request Search

Academic Group: 40 - BUS - Business

Department:

Change Major Status

Search Clear Search

## Step 6

Select an item to review by clicking on the **Review/Process** link.

(This advisor has selected item #7 – BUSXMKTGBS.)

### Change of Major Request Search

**Search Criteria**

Academic Group: 40 - BUS - Business

Department: ALL Academic Organization

Change Major Status

Search Clear Search

**Requests** Total Count: 7

	College	Dept	Empl ID	Name	Apply Date Time	Academic Plan		Needed Action	Review/Process
1	40	101 - ACCT			07/11/17 4:04PM	BUSXACCTBS	Business (Accounting)-BS	N/A	Review/Process
2	40	101 - ACCT			07/12/17 9:12AM	BUSXACCTBS	Business (Accounting)-BS	N/A	Review/Process
3	40	131 - BUS			07/12/17 2:38PM	BUSXGNRLBS	Business (General Business)-BS	N/A	Review/Process
4	40	340 - HTM			07/12/17 2:17PM	BUSXHTMXBS	Hospitality & Tourism Mgmt-BS	N/A	Review/Process
5	40	379 - IBUS			07/11/17 3:40PM	BUSXIBUSBS	Business (Intl Business)-BS	N/A	Review/Process
6	40	476 - MKTG			07/11/17 3:47PM	BUSXMKTGBS	Business Admin (Marketing)-BS	N/A	Review/Process
7	40	476 - MKTG			07/14/17 9:23AM	BUSXMKTGBS	Business Admin (Marketing)-BS	Apprv/Deny	Review/Process

## Step 7

The **Change of Major Advisor Review** page displays information of the request, including:

- Student ID, student name, and SF State email
- Total cumulative units, SF State GPA, Cumulative GPA, and student's current class level
- Student's current major/minor, current class enrollments, advisor center (*all 3 links will open in new tabs*)
- The major/minor and catalog year of the student's request
- Approve, Deny, Pending action buttons
- Comments text box and the option to select whether the text displays in the student's self-service and email
- Any change history, specifically to the requested academic plan, for the student

### Change of Major Advisor Review

Student ID Student Name

Email

Credit Earned SF State GPA Cumulative GPA Acad Level

[Current Major/Minor](#) [Current Class Enrollments](#) [Advisor Center](#)

Comments are optional and can be visible to students in their SF State Student Center if the 'Display in Self-Service' is checked.

Pending statuses can still be changed to **Approve** or **Deny** and comments can be updated. Once major/minor has been approved or denied, status and comments cannot be changed.

**Major**

Change To: BUSXMKTGBS Business Admin (Marketing) Bachelor of Science -BS

Major Catalog Yr: 2017

Approve Deny Pending

Comments  Display in Self-Service/Email

**Change History** Personalize Find 1-10 of 10 Last

Last Update Dt	Last Updated By	Action	Plan Type	Academic Plan	Status	Maj Catlg Yr	Req Term	Comments
1 07/12/2017 2:30PM		Change From	MAJ	BUSXACCTBS	Business (Accounting)-BS	Approved		
2 07/11/2017 3:53PM		Change From	MAJ	BUSXACCTBS	Business (Accounting)-BS	Approved		
3 07/12/2017 9:15AM		Change To	MAJ	BUSXACCTBS	Business (Accounting)-BS	Approved	2017	2177
4 07/11/2017 3:45PM		Change From	MAJ	BUSXACCTBS	Business (Accounting)-BS	Denied by College		

1. Change Major Catalog Year – **optional**

By default, the major catalog year will be set with the following conditions:

1. The catalog year will update when Summer term begins.
2. If current semester is Winter or Spring, the catalog year will take the Fall term of undergrad from **last year**,
3. If current semester is Summer, the catalog year will take the Fall term of undergrad from **current year**,
4. If current semester is Fall, the catalog year will take the current fall term of undergrad.

2. Input comments – **optional**

**Important:** comments, shared or not, will be part of the student’s academic record and can be subpoenaed

**Tip:** Comments text box is ASCII text. Hyperlinks, if used, will require students to type/copy & paste in URL address. Special characters are not recommended.

3. Select whether the comment can be displayed in student’s self-service/email – **optional**

4. Approve, Deny, Pending

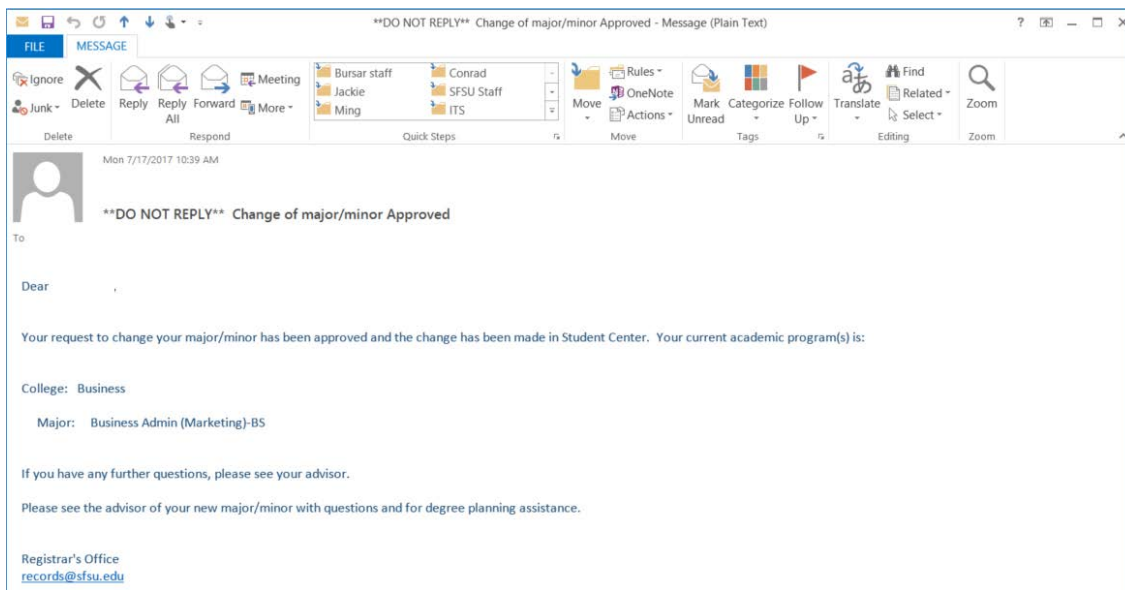
If approve or deny action is selected, button will be greyed out and email notification will be sent to student.

If pending is selected, button **will not** grey out and email notification will be sent to the student.

**Step 8**

Once an action (approve, deny, pending) has been selected, students will be notified via email and status will be updated in student center.

**Example of approved major/minor:**



**Change of Major/Minor Status**

Apply Date Time	Action	Type	Major/Minor Code	Description	Degree	Status	Last Update Timestamp	Comment
07/14/17 9:23AM	Change To	Major	BUSXMKTGBS	Business Admin (Marketing)-BS	Bachelor of Science	Approved	07/17/17 10:39AM	If you have any further questions, please see your advisor.
07/14/17 9:23AM	Change From	Major	BUSXGNRLBS	Business (General Business)-BS	Bachelor of Science	Approved	07/17/17 10:39AM	

My Academics

<p><b>Academic Requirements</b> <a href="#">View my advisement report</a></p> <p><b>What-If Report</b> <a href="#">Create a what-if scenario</a></p> <p><b>Advisors</b> <a href="#">View my advisors</a></p>	<p><b>My Program:</b></p> <p><b>Current Academic Objective</b> 1 of 2 <a href="#">Requirement (Catalog) Term</a></p> <p>Career: Undergraduate</p> <p>Program: Undergrad Degree-FA Summer 2017</p> <p>Plan: Business Admin (Marketing)-BS Fall 2017</p> <p><b>Graduation Status:</b> Not Applied</p> <p><b>Current Academic Summary</b></p> <p>Last Term Registered:</p> <p>Overall GPA:</p> <p>SF State GPA:</p>
<p><b>Transfer Credit</b> <a href="#">Evaluate my transfer credits</a> <a href="#">View my transfer credit report</a></p> <p><b>Course History</b> <a href="#">View my course history</a></p> <p><b>Transcript</b> <a href="#">View my unofficial transcript</a> <a href="#">Request official transcript</a></p> <p><b>Enrollment Verification</b> <a href="#">Request enrollment verification</a></p>	
<p><b>Graduation</b> <a href="#">Apply for graduation</a> <a href="#">View my graduation status</a></p>	
<p><a href="#">View my Advisor Notes</a></p>	

**Step 9**

College advisors or administrators can view a student’s **Change of Major/Minor** history.

Go to the Change of Major History page.

- Under Menu → SF State → Campus Solutions → Academic Advisement → Major Change – Advisor Review → Change of Major History



**Step 10**

The basic search criteria will be student ID, while the advanced search criteria includes student first name and last name.

**Tip:** If field(s) are left blank, search will return **all** students.

**Chg of Major History**

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Search by: Empl ID ▼ begins with

Search Advanced Search

**Step 11**

The **Change of Major History** page will display all the recorded transactions for a student, which includes the following:

- Transaction details (applied date and time, action, plan type, program, academic plan, plan description, status, comments, advisor/administrator that processed the request, last update and time)

Change of Major History

Apply Date Time	Change Major Action	Academic Plan Type	Academic Program	Academic Plan	Description	Change Major Status	Comment	Processed By	Last Update Timestamp
1 06/21/17 5:12PM	Add	Minor	UGD	BUSANONEMN	Business Administration-MN	Canceled by Student			07/11/17 2:32PM
2 07/11/17 3:40PM	Change From	Major	UGD	BUSXACCTBS	Business (Accounting)-BS	Denied by College			07/11/17 3:45PM
3 07/11/17 3:40PM	Change To	Major	UGD	BUSXIBUSBS	Business (Intl Business)-BS	Denied by College	You do not meet the requirements for this major. 07/31/17		07/11/17 3:45PM
4 07/11/17 3:47PM	Change From	Major	UGD	BUSXACCTBS	Business (Accounting)-BS	Approved			07/11/17 3:53PM
5 07/11/17 3:47PM	Change To	Major	UGD	BUSXMKTGBS	Business Admin (Marketing)-BS	Approved			07/11/17 3:53PM