



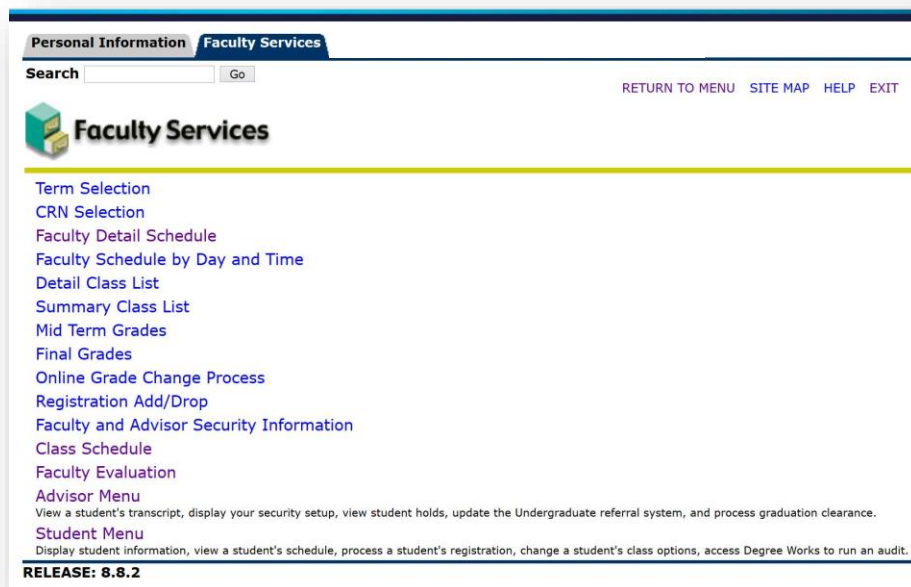
Submitting a Student's Request for a Change of Major in PAWS

Version 4.0

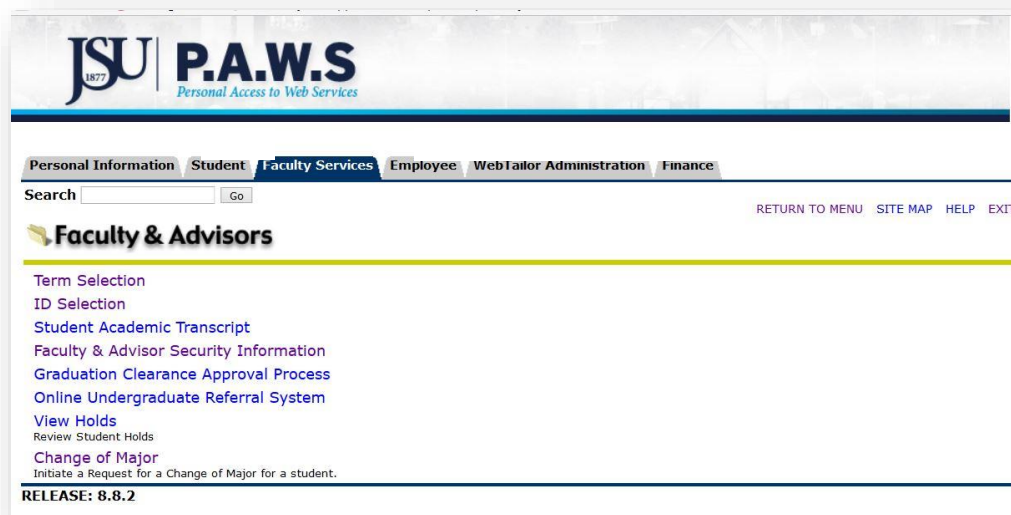
Submitting a Student's Request for a Change of Major in PAWS

Complete the steps below for a student who is requesting a change of major.

1. Log into PAWS as you normally would.
Note: Use either Mozilla Firefox or Google Chrome for best results.
2. Select the Faculty Services tab.



3. Select the Advisor Menu near the bottom of the list. The Faculty and Advisors Menu will then display.



- Go to Term Selection and choose the term from the drop-down list for which the change will be effective. Click Submit. The system should return you to the Faculty & Advisors Menu.

The screenshot shows the JSU P.A.W.S. (Personal Access to Web Services) interface. The 'Faculty Services' tab is active. Below the navigation bar, there is a search bar with a 'Go' button and links for 'RETURN TO MENU', 'SITE MAP', 'HELP', and 'EXIT'. The main heading is 'Select Term'. Below this, there is a dropdown menu labeled 'Select a Term:' with 'Summer 2017' selected. A 'Submit' button is located below the dropdown. At the bottom, the release version 'RELEASE: 8.5.4.3' and copyright notice '© 2017 Ellucian Company L.P. and its affiliates.' are displayed.

- Go to ID Selection and select the student or advisee for the student requesting a change. Click Submit. The system should return you to the Faculty and Advisors Menu.

The screenshot shows the JSU P.A.W.S. interface with the 'Faculty Services' tab active. The main heading is 'Student/Advisee ID Selection'. Below this, there is a section titled 'You may enter:' with two instructions: '1. The ID of the Student or Advisee you want to process, or' and '2. Partial names, a student search type, or a combination of both. Then select Submit.' Below the instructions, there is a text input field labeled 'Student or Advisee ID:' with the value '00077908' and a clear button (x). Below this, there is an 'OR' separator. Under the heading 'Student and Advisee Query', there are two text input fields for 'Last Name:' and 'First Name:'. Below these, there is a 'Search Type:' section with four radio button options: 'Students', 'Advisees', 'Both', and 'All' (which is selected). At the bottom, there are 'Submit' and 'Reset' buttons. The release version 'RELEASE: 8.5.4.3' is displayed at the very bottom.

- Go to Change of Major on the Faculty Advisors Menu. The student's information should default into the request form.

Personal Information
Faculty Services
Employee

Search Go

[SITE MAP](#) [HELP](#) [EXIT](#)

Student ID:
Student Name:

Student Email and Phone

Email	Telephone
<input type="text"/> @students.jsums.edu	769 <input type="text"/>

Student Major:

College	Major	Program	Department	GPA	Hrs
College of Business	Business Administration	BBA BSAD	Economics, Finance & Gen Bus	2.17	44
New Major:	Not Applicable <input type="text"/>				
Reason for Major Change:	Not Applicable <input type="text"/>				

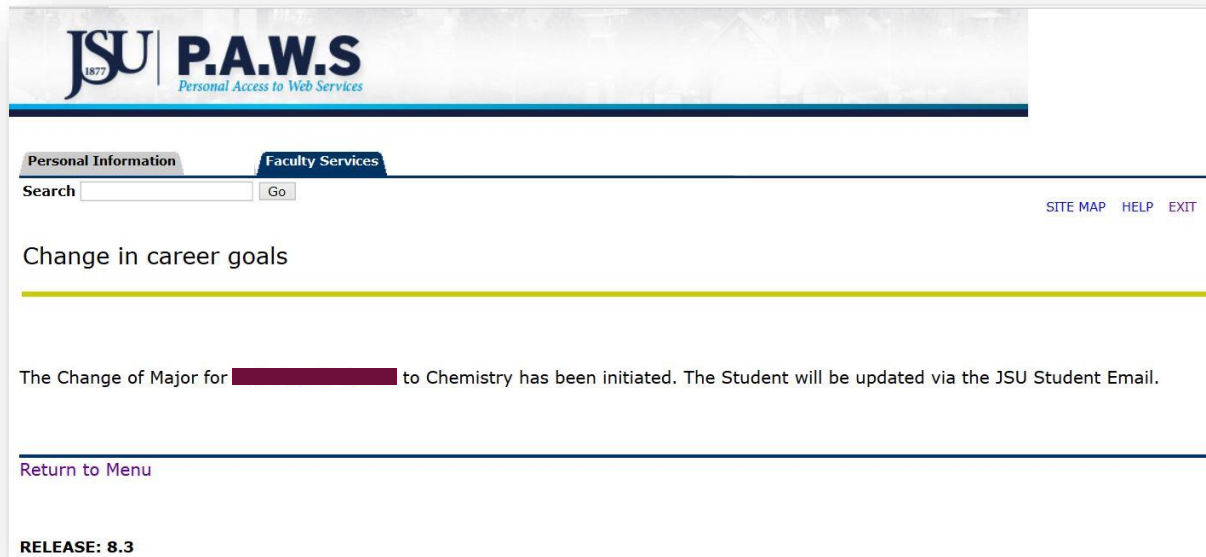
To run degree audit in Degree Works please click: [Degree Works](#)

- If the correct student displays, click on the drop-down list in the New Major field and select the new major the student is requesting. Note: All majors are listed.
- Next to Reason for Major Change, select the item that is closest to the student's reason for requesting the change. Note: The most frequent reasons are listed in the drop-down list.
 - Change in career goals
 - Incorrect major in system
 - Declaring a major
 - Major coursework was not what I expected
 - No longer interested

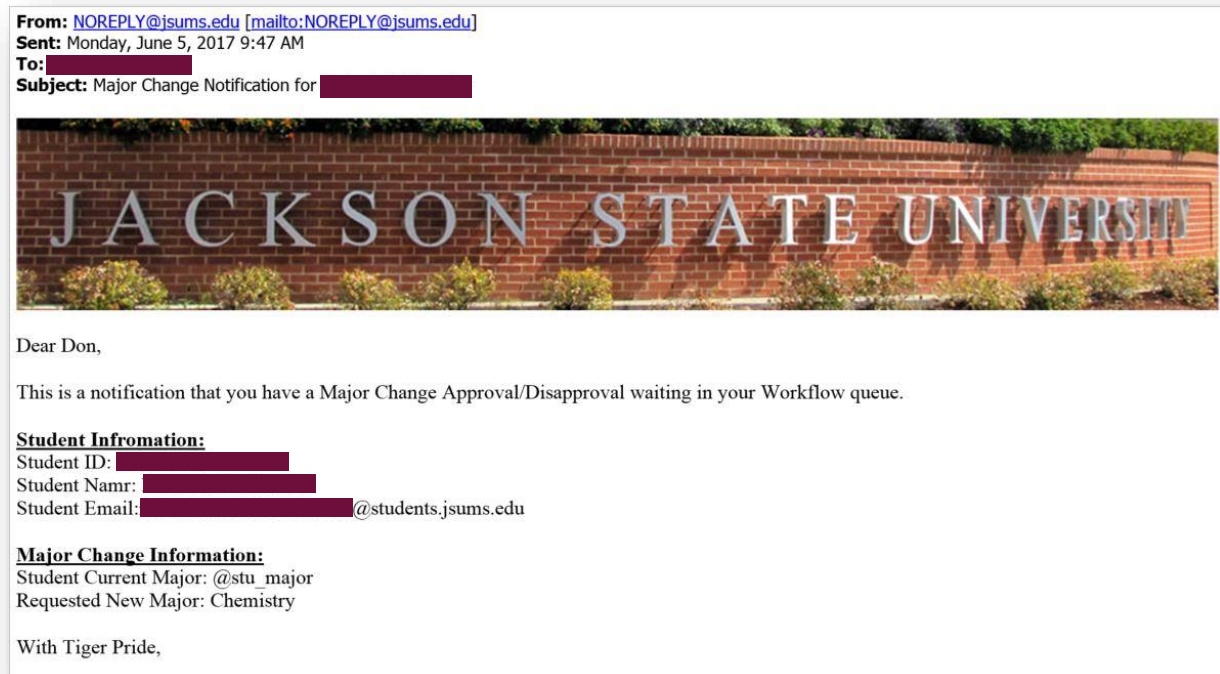
Student Major:

College	Major	Program	Department	GPA	Hrs
College of Business	Business Administration	BBA BSAD	Economics, Finance & Gen Bus	2.17	44
New Major:	Computer Engineering <input type="text"/>				
Reason for Major Change:	Change in career goals <input type="text"/>				

- Click Submit. A confirmation notice will then appear with the action taken as a result of submission. In the example here, a student's reason for the request was a change in her career goals and the advisor will see the confirmation notice on the PAWS screen.



- At this point, also, the Banner workflow will be triggered to notify the next approver in line. Here is a sample email that will come from Banner Workflow to the approver.



11. The request will go through the workflow approval queues as follows:
 - a. Chair of department for current major
 - b. Chair of department for requested new major
 - c. Registrar's Office.
12. Once the workflow notification reaches the Registrar's Office, personnel in the Registrar's Office will update Banner with the approved Change of Major.