SOLAR SA - CHANGE OF MAJOR/MINOR GUIDE FOR APPROVERS

INTRODUCTION

SOLAR change of major/minor gives students the ability to request/change their major/minors online and for designated advisors to Approve or Deny the request online as well.

- Approvers have five (5) working days to approve requests.
  - After seven (7) calendar days the request shows as overdue in the Daily Report email sent to the college Associate Dean/Chair.
- Students with less than 90 units can request a Major/Minor change via the online system.
- Students with 90 units or more, use the paper request process through Admissions & Records.
- There is a maximum of 5 approved changes per student allowed via the online process. After 5, a student will need to use the paper request process.
- A student can have a maximum of 2 declared majors and 2 declared minors.
- Extended learning students will not be able to use the online request process.

REVIEW OR APPROVE/DENY A CHANGE OF MAJOR/MINOR REQUEST

Designated Approvers access this function the same way they access Advisement after logging into the portal.

1. From the MyNorthridge Menu, select SOLAR SA > SOLAR SA Application.

2. Select CSUN SA > Advisement > Use.

4. The **Change of Major Request Search** window displays.

5. In the **College** field use the dropdown arrow at right to select the appropriate college. You may see more than one option depending on your role.

6. In the **Department** field, use the drop down arrow at right to select the appropriate department. You may see more than one option depending on your role.

7. Select the **Search** button.

8. The student requests ready for action appear in the **Requests** section below.

9. Select the **Review/Process** link at the far right of the students’ name.

10. The **Change of Major Advisor Review** window displays with the students information on Major/Minor change request.
11. **Major** section - displays the students’ major request **change** and **Major Catalog Yr** field.
12. **Comments** – This field is optional. Use caution when wording a comment as it will become part of the record. Comments are not visible to students.
13. **Approve / Deny** – Select the appropriate button for approving or denying the students request. An email message is sent to the student notifying of decision.
14. **Change History** – displays a history of the students’ requests and status of each.
15. **Links** (located just above the Comments box) available to the student’s information:
   a. **Current Major/Minor**
   b. **Current Class Enrollments**
   c. **My Academic Planner**
   d. **Unofficial Transcripts**

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**REVIEW CHANGE OF MAJOR/MINOR STATUS**

Access this function the same way you access Advisement after logging into the portal.

1. **SOLAR SA > SOLAR SA Application > CSUN SA > Advisement > Use.**
2. Select **Check Chg of Maj Status.**

```
Favorites > Main Menu > CSUN SA
Use

Student   Applicant   Credentials

Chg of Maj Advisor Review   Check Chg of Maj Status
```

3. The **Check Chg of Maj Status** window displays.

```
Favorites > Main Menu > CSUN SA > Advisement > Use > Check Chg of Maj Status

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

Find an Existing Value

Limit the number of results to (up to 300): 300

Search by: Empl ID begins with

Search   Add

First Name
Last Name
```

4. Select a **Search By** option using the dropdown arrow at right of field, then narrow the criteria by filling in the “begins with” field.
5. Select the **Search** button. Search results display.

6. Select the student’s name to view.

7. Their **Change of Major Status** window displays with the transaction information.

**NEED HELP?**

Contact the IT Help Center by phone (818-677-1400), online at [http://techsupport.csun.edu](http://techsupport.csun.edu) or in person in (Oviatt Library, First Floor, Learning Commons).