

SOLAR SA - CHANGE OF MAJOR/MINOR GUIDE FOR APPROVERS

INTRODUCTION

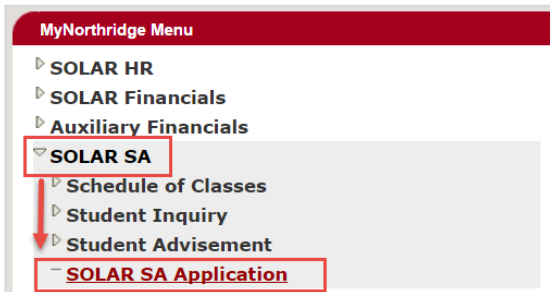
SOLAR change of major/minor gives students the ability to request/change their major/minors online and for designated advisors to Approve or Deny the request online as well.

- 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.

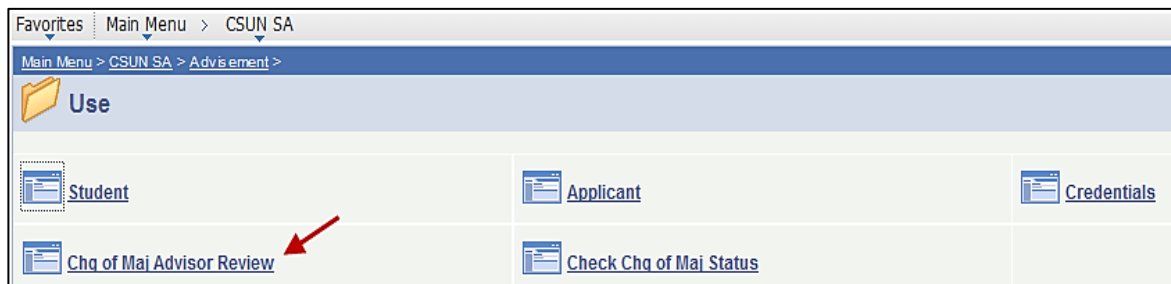
REVIEW OR APPROVE/DENY A CHANGE OF MAJOR/MINOR REQUEST

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

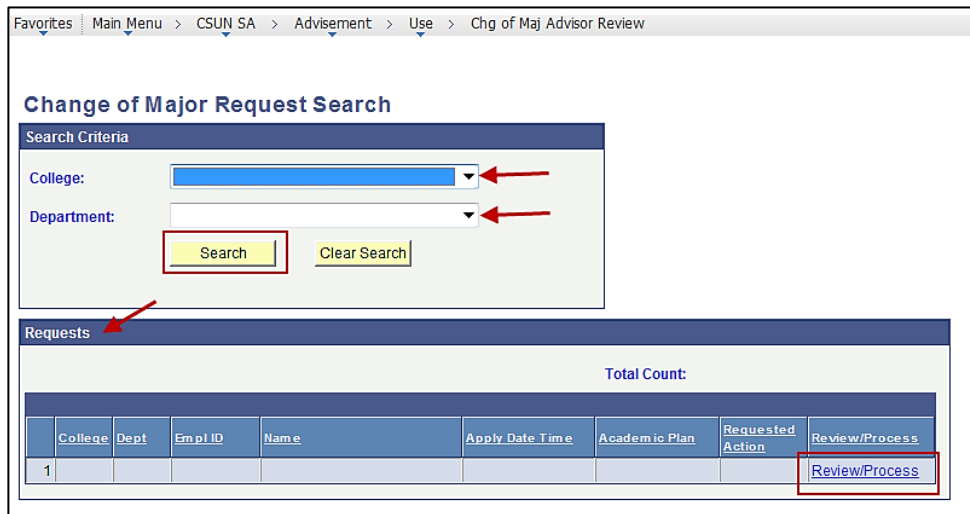
1. From the **MyNorthridge Menu**, select **SOLAR SA > SOLAR SA Application**.



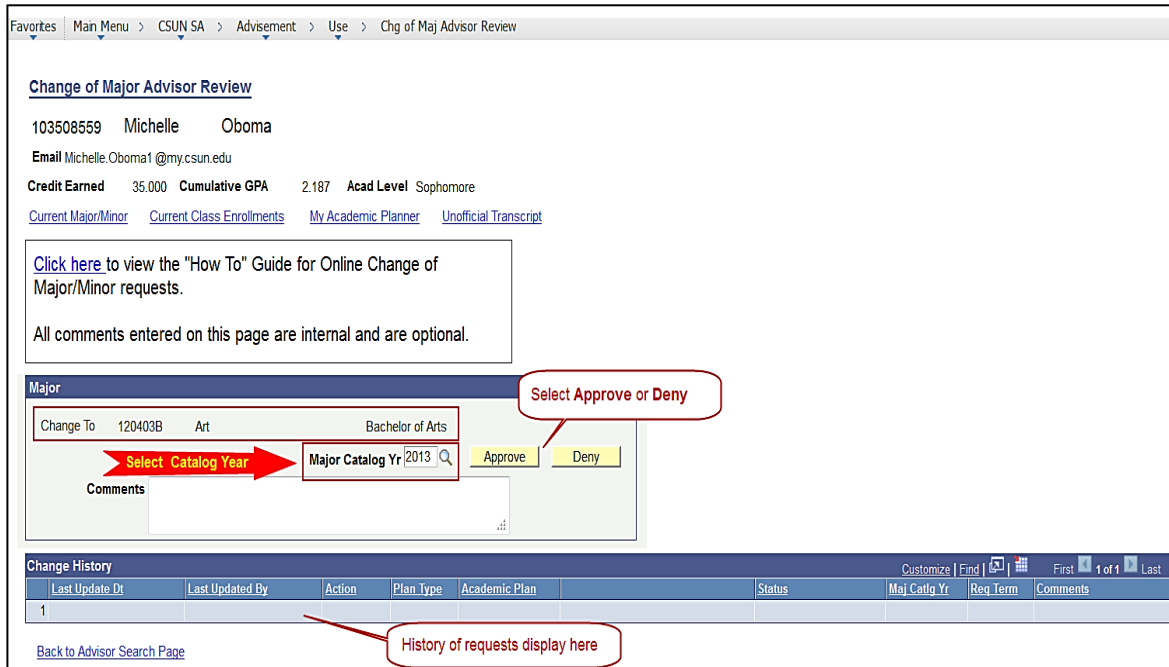
2. Select **CSUN SA > Advisement > Use**.
3. Select **Chg of Maj Advisor Review** link.



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.

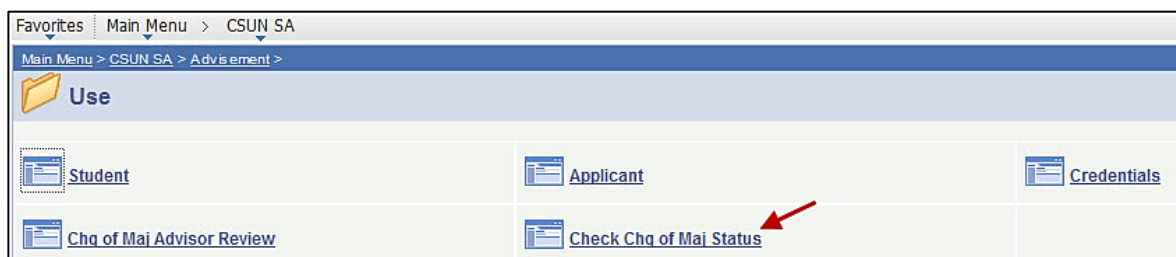


11. **Major** section - displays the students' major request **change** and **Major Catalog Yr** field.
12. **Comments** – This field is optional. Use caution when wording a comment as it will become part of the record. Comments are not visible to students.
13. **Approve / Deny** – Select the appropriate 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**

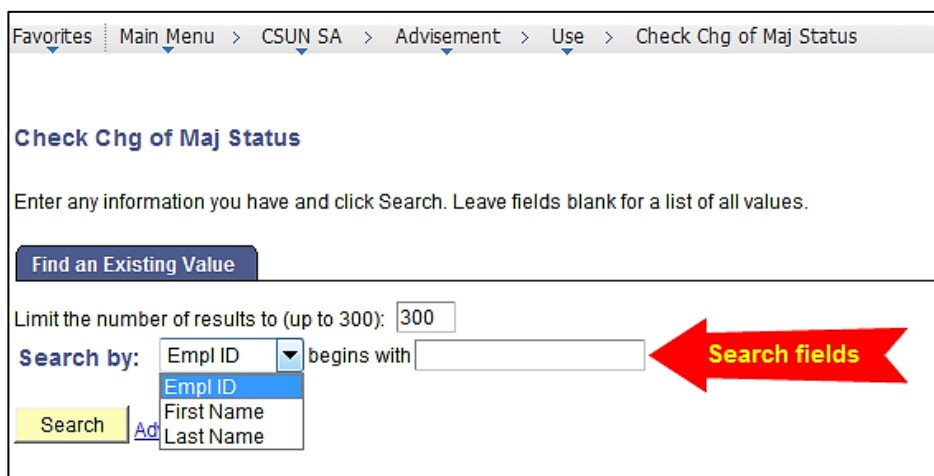
REVIEW CHANGE OF MAJOR/MINOR STATUS

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.**



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



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.

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):

Search by: begins with

Case Sensitive

[Advanced Search](#)

Search Results

First Name	Emp ID	Last Name
Rubi	101180	18 Martinez
Taylor	102164	50 Greenwood
Ralph	102529	57 Reyes
Ana	102723	20 Gonzalez
Christine	102936	39 Brandon
Morgan	103251	38 Buggs
Griselda	103789	74 Martinez
Anthony	104044	52 Hidalgo
Cynthia	104201	57 Carrasco
Mary	104682	38 Zunbro
Secayda	104686	23 Brandon
Michael Patrick	105000	57 Natera
Magda	105000	47 D. Silva M. squita
Georges	105002	25 Fabou
Frank	105002	28 Bc late
Dean	105004	14 Milum
Xai	105011	32 Hi
Enan	105014	31 Jones

6. Select the student's name to view.

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

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

[New Window](#) | [Help](#) | [Customize](#)

Change of Major Status

Michelle Obama 106799999

Apply Date Time	Change Major Action	Academic Plan Type	Academic Program	Academic Plan	Description	Change Major Status	Last Update Time stamp
1 11/01/12 8:42AM	Change From	Major	UGCR	897361B	Psychology	Approved	11/01/12 8:53AM
2 11/01/12 8:42AM	Change To	Major	UGCR	120403B	Art	Approved	11/01/12 8:53AM
3 11/01/12 4:08PM	Change From	Major	UGCR	120403B	Art	Denied by College	11/01/12 4:12PM
4 11/01/12 4:08PM	Change To	Major	UGCR	121605B	Music	Denied by College	11/01/12 4:12PM
5 01/22/13 12:13PM	Add	Major	UGCR	121605B	Music	Approved	01/22/13 12:14PM

NEED HELP?

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