

SOLAR – MAJOR/MINOR CHANGE DAILY REPORT

INTRODUCTION

The email notification recipient’s function is part of the SOLAR Change of Major/Minor process. The actual list of people to be notified is managed by undergraduate studies. The college decides who will receive the daily notification reports, and is responsible for updating the email notification recipients listing for their college with Undergraduate Studies.

DAILY REPORT – PENDING CHANGE OF MAJOR REQUESTS

The system will automatically generate a daily email report to the college’s Associate Dean/Chair and other designated personnel. The report contains a summary of change of major/minor requests awaiting review for the particular college.

Below is a sample of the Daily Report email the recipients will receive.

Daily Report - Pending Change of Major Requests

Sent: Mon 1/28/2013 1:22 PM

To:

College: College of Eng & Comp Science

Summary of change of major requests awaiting College/Department review.

NEW REQUESTS	0
PREVIOUS REQUESTS	6
OVERDUE REQUESTS	0

The email displays:

- Date
- the College,
- number of New Requests,
- Previous Requests,
- Overdue Requests.

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).