

HOW TO USE ONBASE TO SUBMIT AN UNDERGRADUATE MAJOR OR MINOR CHANGE FORM

All approvers will need to install OnBase Client in order to approve all forms. The directions on how to install the client

install are located in the file: [TT5 1 to 1.36 0 T.6Tf 0004 .52 rg<0003>Tj /TT6 1T6 1](#)

Student Information

test6816@bears.unco.edu 800375412

Last Name * Testing

First Name * Just

Has Bachelor's degree from UNC? *

Does the student have a previous

6. Select Campus Location EXTENDED CAMPUS or MAIN CAMPUS

Major Changes – Please type out the major if it doesn't exist in the dropdown

A change of major or major emphasis will ordinarily move the student into the current catalog. For multiple actions, see the Office of the Registrar website here.

Campus Location Main Campus

Anthropology-BA Add

Major Advisor Name Laura Beyer

7. Select Major 1 or Minor 1 from the dropdown
 a. Select Major 1 or Minor 1 action (add or drop)

Major Changes – Please type out the major if it doesn't exist in the dropdown

A change of major or major emphasis will ordinarily move the student into the current catalog. For multiple actions, see the Office of the Registrar website here.

Campus Location Main Campus

Anthropology-BA Add

Major 2 Major 2 Action

Major Advisor Name Laura Beyer

Minor Changes – Please type out the minor if it doesn't exist in the dropdown

A minor may be dropped only with a drop action and will follow the catalog of the current major if the minor is added to that catalog. If the minor did not exist, the student will have to wait for the current catalog forward.

Minor 1 Anthropology-BA

Minor 2 Anthropology-BA

Minor 1 Action Drop

Minor 2 Action Drop

Minor Advisor Name

8. If submitting Major, please select the appropriate advisor name
 9. A catalog year only needs to be selected if a student is only changing their catalog year. Otherwise any major changes will be moved to the current catalog and minor catalog year will match the declared major.

Catalog Year Change

I would like to change my catalog forward to the below catalog year. I understand it is my responsibility to know how this change will affect my major/minor program requirements.

Catalog Year

10. A single form may be used for 2 major actions, 2 minor actions, and 2 endorsement actions. If further spaces needed, please add a note in the note box and submit a followup form.

Additional Notes

Please see second form for the dropping of a 3rd minor

11. Hit submit
 a. The form will be sent to the Office of the Registrar for processing
 b. The student will receive an email to their bear email letting them know a major/minor change has been processed on their behalf

Example Approval email:

Dear (StudentName),

The Office of the Registrar received a major/minor

