



How Do I?

Signoff on an Online Change of Major for a Student Athlete (Athletics)

PeopleSoft Version 9

1. **Sign In to PeopleSoft version 9.**
Remember to use CAPS when entering your User ID.
2. **To Signoff on a Change of Major click:** Southeastern SA Data > Use > Change of Major- ATHL Sign-Off > Search
3. **Change of Major- ATHL Sign-Off page** will display if only one student is requesting a change. A list will be displayed if more than one student is requesting a change. You will need to select an EmplID from the list.

The screenshot shows the 'Change of Major' page. At the top, it displays the request date as 06/14/2011 and the status as 'Routed to Athle'. The current major is listed as CHEM-BS, and the current department is CHEM_PHYS. The new major is listed as ACCT-BS, and the new department is ACCT_FIN. The catalog year is 2115 Sp 2011. There are radio buttons for 'Approved' and 'Denied'. A note at the bottom right says 'For Athletes Only'.

4. Click "Yes" In the Athletic Sign-Off box.
5. Click the "Save" button.
6. Remember to Sign Out of PeopleSoft when you have finished your session.

Change of Major Online Process:

- Once undergraduate student request is submitted, an e-mail notification will be sent to the student's current department for approval.
- After the current department approves the change, an e-mail notification will be sent to the new department.
- If the new department approves the change, an e-mail notification will be sent to the student and current department stating that the request to change the student's major has been approved.
- Students can check their LeoNet account periodically to confirm that their major has been changed. Please allow 1-2 business days for processing, once both departments have approved the request,
- Students must go to their academic department to make any changes to their major if they have applied to graduate or if they are seeking a double degree or a double major.
- If the student **is an athlete**, the request will be routed to the Athletic office before it moves to the current department for approval.
- If the student has been suspended or has been discontinued for non-attendance, to the university, the student must reapply to the university.