Major/Minor Declaration Administrator Instructions

Administrator review and approval of Major/Minor declarations is found via the following link:

https://secure1.rochester.edu/registrar/applications/major-minor-declaration-admin.php

You will be presented with a login form asking for a NetID and Password.

You will be presented with an error message if your login fails or you do not have permission to access the page. **Login to the page with your NetID and Password.**

Declaration Review Selection

Once logged into the system you will be presented with a list of Majors/Minors awaiting review by your department. **From here select one of the declarations to review by clicking on the 'Review' button.**

Declaration Review Page

Once you have selected a declaration to review you will be presented with all of the data associated with this program declaration.

Student Information

This is a list of fields that contains the student's identifying information.

Major/Minor Declaration Information

This section will show the type of declaration, major (or minor), and track the student wishes to declare. In this section the list of courses the student wants to use to satisfy the program will appear along with an additional free form comments area.

Primary Writing Requirement

This section indicates the primary writing requirement declaration for the student.

Rochester Curriculum Registration

This area contains the student declarations for each of the three areas of the Rochester Curriculum. There is also a box indicating whether the student is a transfer.

Overlap Declarations

This section indicates overlaps. If the student has indicated any overlapping courses between programs they will be displayed here, otherwise there will be an indication that there are no overlapping courses between other Majors/Minors.

Save/Approve/Reject

   The last two text boxes at the bottom of the page are the only areas that are modifiable on this page. This is where an advisor can put in any comments regarding the declaration and choose to save it without taking any action, approve the Declaration, or reject the Declaration. **There is a section for comments to the student. Another box for saving private comments that will not be sent to the student is for your departmental use as your deem necessary.**

To the Advisor: Enter any comments you have regarding this Major/Minor declaration form. These will be saved and carried through with the form during processing. **These notes will be sent via email to the student with the notification of approval/non-approval of the student's proposed program.**

NOTE: If you are approving this form you must have less than 240 characters in the Advisor Notes area.

PRIVATE NOTES: Enter in any comments you have regarding this Major/Minor declaration form, these will be saved during the review process but not forwarded onto the student or the Center for Advising Services and Records Office.

Approved	NOT Approved	Save Comments and Take No Action

Save Comments and Take No Action

   You can use this button to save comments without emailing the student. This would be useful if you want to make a note to yourself or for other advisors with access without actually approving or rejecting the declaration.

Marking a declaration as NOT Approved will send any comments you have made in the text box to the student via email, as well as notifying them that the declaration has not been approved. Students will then be able to correct the form based on the notes being returned to them on the declaration. They may then resubmit it.

Approve a Declaration

Approving the declaration will send any comments you have made in the student text box to the student via email and notify them that the declaration has been approved. The form will automatically be sent to CCAS, Student Records, and the Registrar for processing.

Meeting Requests

Additional functionality has been added to send pre-formatted meeting notices. ***Note: Your department must specifically set up such a message with the Registrar's Office prior to using this feature.*** There are two different functions for this feature based up on various departmental requests.

NOT Approved and Request Meeting – This feature will send the pre-formatted notice along with any non-private comments you have to the students email address. In addition the declaration will be marked as NOT approved allowing the student to once again have access to the information and make any changes.

Request Meeting – This feature allows you to simply send along the meeting request notice and any non-private comments you have made to the student. The declaration will not be modifiable by the student in this case until you come back in and reject it.

Data Access

Department advisors and administrators can access data in .CSV format from the main interface screen. This allows you to get at raw data for your use in databases or any internal analysis you wish to partake in.

Options include selecting based upon Majors and/or Minors, approved or not approved, and by date range. The interface for this feature is shown in the image below.

Data Access

Use the following interface to download data regarding approved/rejected declarations.

NOTE: Fields marked with a * are **required** fields

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*Declaration Type: [-- Select -- ▾]

*Declaration Status: [-- Select -- ▾]

Start Date: [-- Select -- ▾] [-- Select -- ▾] [-- Select -- ▾]

End Date: [-- Select -- ▾] [-- Select -- ▾] [-- Select -- ▾]

[Download Data]