LEAN Major Change Recommendations

I. Improvements in progress:
   1) Standardize critical information every students needs to know
   2) Add college requirements to UAC website
   3) Standardize terminology
   4) Created online change of majors toolbox: exploration and process for students
   5) Establish point of contact in Colleges/Department for major change for Exploratory Advisors
   6) Explore possibility of an interactive tool on UAC website to guide students
   7) Develop flowchart referral process for major change students
   8) Change “Major Change Advising” to “Exploratory Advising”
   9) Electronically sign up for “New College Advising” sessions in EAB/Pathfinder and track attendance
  10) Assign Exploratory Advisors (formerly Major Change Advisors) as secondary advisors of record

II. Recommendations seeking approval:
   a. Eliminate Change of College/School form and replace with “terms of agreement” notification in the CCR (notification within 5 business days)
   b. Standard of practice of information entered into DegreeWorks and EAB/Pathfinder
   c. Align DegreeWorks for mirror universal program of study
   d. Implement a paperless process for assigning advisors in CAS
   e. Develop Information Sessions for students in all colleges (CAS, MUSC, SOWK)
   f. Request Admissions to share major change data through EAB/Pathfinder between acceptance and add/drop deadline
   g. Establish universal submissions deadline for all sessions and grid updates (Aug. 15 and Jan. 15)

Bolded = currently in progress
Recommendation in progress:
Exploratory Advisors lifting advisement holds and listed as secondary advisor.

I. Spring 2018: Pilot with the College of Information and Communications (CIC)

II. Exploratory Advisors (EA) authorized to lift advisement holds:
   a. **Students must be “in transition” to new college** for more than one semester (but not more than two semesters) due to:
      i. Not meeting minimum academic entry requirements to immediate change majors
      ii. Missed deadline to attend New Major Information Session and/or apply to new college
   b. EA will place advised course recommendations into DegreeWorks
      i. Will include note of student’s intended major
   c. EA will note in EAB/Pathfinder “Report on Advising” that advised course recommendations are in DegreeWorks
      i. Will continue to capture notes from advising appointment and upload related documents
   d. Supplemental Advisement Form will no longer be used

III. Exploratory Advisor recorded as 2nd advisor of record in Banner
   a. Provides student with an identified advisor while in transition between colleges
      i. Coded in Banner as “EA” (Exploratory Advisor)
      ii. EA will NOT be listed as the primary advisor
   b. Students must be “in transition” to new college for more than one semester (but not more than two semesters)
   c. EA will monitor “case loads” though EAB/Pathfinder Watchlists
      i. Current practice for students who visit Exploratory Advising and need continuing support while in transition