SUBMITTING AN APPROVAL FOR ADDING/DROPPING A MINOR

1) Access the Advisor Center by using the following path: BroncoDirect > Advisor Self Services > Learning Management > Advisor Center. Then click on “View Data For Other Students”.

2) Key in your student’s Last Name and First Name or BroncoNumber in the ID field. Click “Search”.

3) Click on the student’s name from Search Results list.

4) Select Advisor Request from the list and click change.

5) Click on Create New Request.

6) Select Minor Program: Add/Drop.

7) Follow the instructions on the form. Click Apply to send your request to the Registrar’s Office.

8) Once your request has been submitted, the Responder Status of your request will appear as In Basket.

CPP Registrar’s Office, May 2014