CHANGE OF MINOR FOR STUDENTS
BUSINESS PROCESS GUIDE

1. **Log into BroncoDirect/PeopleSoft for Students**
https://my.cpp.edu/uPortal/f/u25l1s4/p/broncodirect.n9/max/render.uP
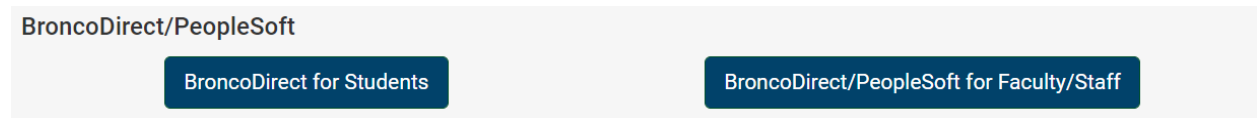
2. **Once Student logged into BroncoDirect, then student can initiate request from Student Center.**
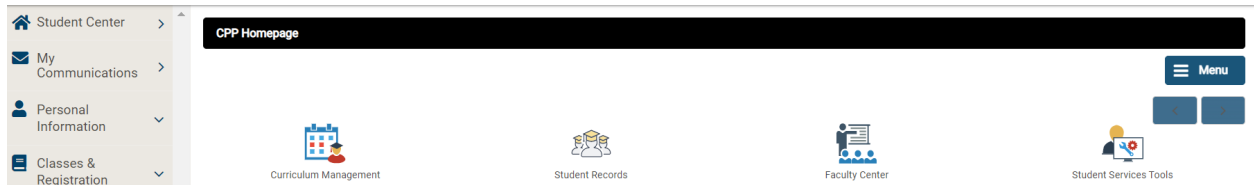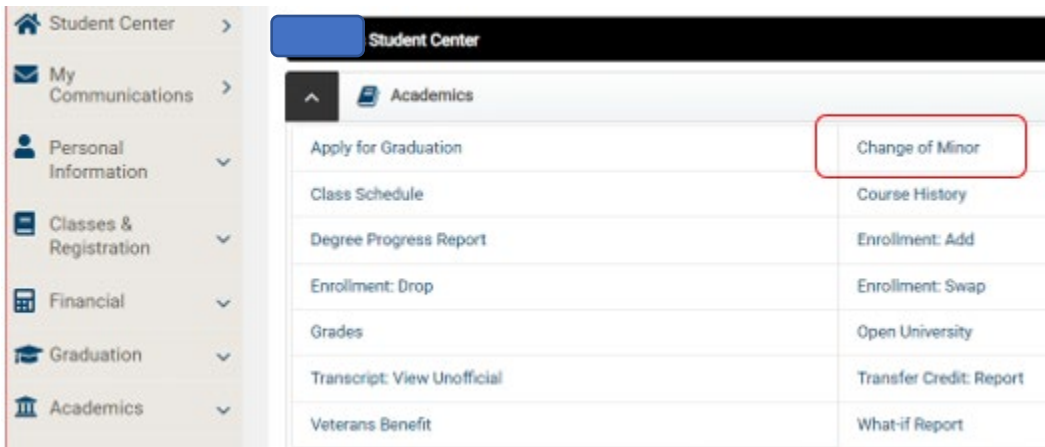

3. Click on Student Center to access the Change of Minor request
   Navigate to: *Student Center > Academics > Change of Minor*
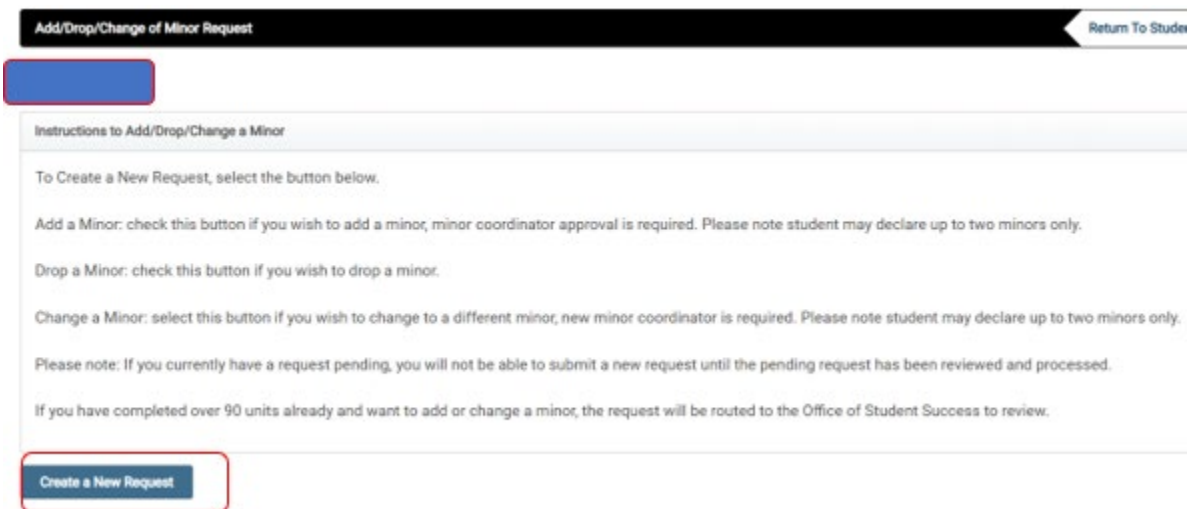   - **Click on the Academics drop down arrow in the Student Center OR on the Left Panel under Academics**
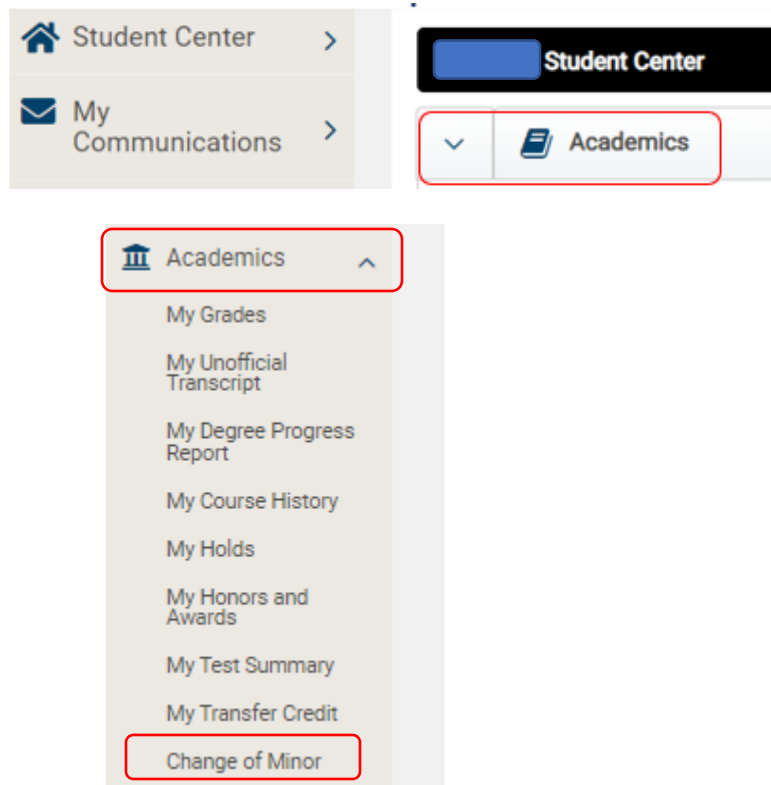
4. Select **Change of Minor** and the Change of Minor Request Page will appear.

5. Click on *Create a new request* button. Change of Minor is available for **Undergraduate** students ONLY.

6. Request form has four options: **Course Elective/Substitution,** *Change, Drop, Add***,** student can choose either of them.
   - When student select *change/Drop/Add*, system will provide other option accordingly.
   - If you have no existing Minor in the system, the only option will be visible to you is Add
   - If you have an existing minor, but would like to add a second minor, change a minor, drop a minor, or to declare or change elective selections and/or course substitutions, the four options will be visible to you
   - You may declare up to 2 minors only
   - If you have earned over 90 units, your request will be routed to the Associate Registrar and the AVP of Student Success to review
   - You may submit one request at a time only. You'll be notified when the request is approved and processed
   - Add button: request a minor to be added or add a second minor, request will be routed to the Minor Coordinator to review; must enter Elective Selections and/or Minor Course Substitutions. If not applicable, you may enter N/A.
   - Change button: request for a change of minor, request will be routed to the Minor Coordinator to review; must enter Elective Selections and/or Minor Course Substitutions. If not applicable, you may enter N/A.

- Change Elective Selections and/or Minor Course Substitutions: request to add or change elective selections and/or minor course substitutions; request will be routed to the Minor Coordinator to review and Registrar's Office to process.
- Drop a Minor: request to delete or remove a minor.

a. **Course Elective/Substitution:** click on this button if you have **declared the minor already** but need to submit a Course Elective or Minor Course Substitution ONLY. The Minor will display If you have not declared your minor yet, select the **Add** or **Change** button

- Make sure you enter the course information in the correct box
- To add additional courses, click on the green **+Add** button; to delete, click on **X Delete**
- Click **Next** and follow the step F and forward to complete this request.

For minor course elective(s) selection, list courses below (skip to the next step if there's no minor course selective(s)):

For minor course substitution(s), complete information below:

	CATALOG COURSE	COURSE TITLE	ADD	DELETE
1	🔍		➕ Add	✖ Delete

For minor course substitution(s), complete information below (skip to the next step if there's no minor course substitution):

For minor course elective(s) selection, list courses below:

	MINOR COURSE REQUIREMENT	COURSE TITLE	MINOR SUBSTITUTE COURSE	COURSE TITLE	ADD	DELETE
1	🔍		🔍		➕ Add	✖ Delete

≪ FIRST	‹ PREVIOUS	1 OF 1	NEXT ›	LAST ≫
		FIND | DOWNLOAD		

Next   Cancel

b. **Change or Add button**: Select checkbox to change the minor & click on "*Search for new Plan*" button, a search page will open to select new minor.

c. Type in the **name of the mino**r (e.g Chemistry) in the search box, click **Search**

d. Click on the radio button to select new minor & click on **"*Ok*"** button.

Select New Major/Minor

Enter the name of the minor (e.g. English) in the Search box, then click on "Search".

Keyword Search

Search

Search Results

SELECT		ACADEMIC PLAN		DEPARTMENT NAME	COLLEGE NAME
○	Minor	CHM_NR_B1	Chemistry Minor	Chemistry and Biochemistry	Science

« FIRST	‹ PREVIOUS	1 OF 1	NEXT ›
		FIND	

Cancel   OK

e. Click Next. You must enter the elective selections and/or minor course substitutions. If you do not have to add the elective selections and/or minor course substitutions, enter Not Applicable.
To enter the course information correctly:
- Make sure you enter the course information in the correct box
- Click on the Magnify Glass to find the course,
- To add additional courses, click on the green **+Add** button; to delete, click on **X Delete**

Minor Course Elective(s) Selection or Minor Course Substitution(s)

For minor course elective(s) selection, list courses below (skip to the next step if there's no minor course selective(s)):

For minor course substitution(s), complete information below:

	CATALOG COURSE	COURSE TITLE	ADD	DELETE
1	🔍		✚ Add	✖ Delete

For minor course substitution(s), complete information below (skip to the next step if there's no minor course substitution):

For minor course elective(s) selection, list courses below:

	MINOR COURSE REQUIREMENT	COURSE TITLE	MINOR SUBSTITUTE COURSE	COURSE TITLE	ADD	DELETE
1	🔍		🔍		✚ Add	✖ Delete

« FIRST	‹ PREVIOUS	1 OF 1	NEXT ›	LAST »
		FIND | DOWNLOAD		

Next   Cancel

- A Lookup Catalog Course screen will pop up, click o the down error on Search Options

Look Up Catalog Course

⌄ Search Options

Search Results

Only the first 300 results can be displayed.

Catalog Nbr: Spec Study for LD Students	›
Catalog Nbr: Agbus Mang Fund	›

- Search by **Catalog Nbr or Description,** enter the **begins with**: i.e. if you are looking up for COM1100, enter **COM1100 or Communication**,
- Click on **Look Up**, a list of Search Result will populate, click on the **Search Result**

- The course will be added to the table. To add more courses, click on the **+Add** button to add more rows. To remove the course or made an error, you may click on the xDelete button.

- Click Next

f. **Verify your selection** and provide a **justification** for this request, click **Submit**

g. You'll ask to confirm your request, click **Yes**

7. A confirmation or failure message will pop up. If the request is submitted successfully, the request will be routed to the minor coordinator to review.

Add/Drop/Change of Minor Request   Return To Student Center

✓

Thank you.

Your request has been submitted for review. If approved, your student record will be updated. You should expect an email response within 10 business days. No further changes will be permitted until this request has been processed. Please contact the Registrar's Office at registrar@cpp.edu or call 909-869-3000 if you have any questions.

8. You may click Return to Student Center link to return student center.

Add/Drop/Change of Minor Request   Return To Student Center

9. You may click on **Academics > Change of Minor page**, the **Existing/Pending Request(s)** will show on the bottom. Click **View Details** to review your request or check the status.

Add/Drop/Change of Minor Request   R

Instructions to Add/Drop/Change a Minor

To Create a New Request, select the button below.

Add a Minor: check this button if you wish to add a minor, minor coordinator approval is required. Please note student may declare up to two minors only.

Drop a Minor: check this button if you wish to drop a minor.

Change a Minor: select this button if you wish to change to a different minor, new minor coordinator is required. Please note student may declare up to two minors only.

Please note: If you currently have a request pending, you will not be able to submit a new request until the pending request has been reviewed and processed.

If you have completed over 90 units already and want to add or change a minor, the request will be routed to the Office of Student Success to review.

Create a New Request

Existing/Pending Request(s)

	CREATED DATE TIME	APPROVAL STATUS	VIEW DETAILS
1	04/12/23 6:46PM	Pending	**View Details**

View Details

Approval Status	Pending
Created Date time	04/12/23 6:46PM
Academic Plan Type	Minor

Requested Change Details

	ACTION	PROPOSED MINOR	CURRENT MINOR
1	Change	English Minor	Chemistry Minor

Justification:
for better employment opportunities

10. An email notification will be sent to your CPP email inbox after you submit the request.

Dear [REDACTED]

Your Change of Minor request has been received. You are requesting to Change Minor for the following:

Minor: Astronomy Minor

It is currently being reviewed. Status update will be sent to this your official CPP student email address.

If you have completed courses that may be substituted for your minor, please consult with your advisor in your College student success center.

Please keep this email for your records. Thank you.

Or for Elective/Substitute request

Minor Declaration - Received

RO Registrars Office <registrar@cpp.edu>
To [REDACTED]

Dear [REDACTED]

Your Course Elective/Substitute request has been received. You are requesting for the following:

Selected Minor: Public Relations Minor

It is currently being reviewed. Status update will be sent to your official CPP student email address.

Please keep this email for your records.

Thank you.

11. After request *approved* by all the approvers and processed by the Registrar's Office, student will receive a notification.

Dear [REDACTED]

Your Change of Minor request has been approved and successfully processed by the Registrar's Office. You requested to Change of Minor for the following:

Minor: Astronomy Minor

Please keep this email for your records. Thank you.

12. If request is *denied* by any approver, student will receive an email notification through campus email.

> Dear ▮▮▮▮▮▮
>
> Your Change of Minor request has been denied. You requested to Add Minor for the following:
>
> Minor: Art
>
> The reason is the following:
>
> Test
>
> If you have additional information to support your request, please the contact your minor coordinator. You may find more information on change of minor by visiting this website:
> https://www.cpp.edu/studentsuccess/guides/changeofMinor/requirements.shtml