# 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

BroncoDirect/F	PeopleSoft	
	BroncoDirect for Students	BroncoDirect/PeopleSoft for Faculty/Staff

2. Once Student logged into BroncoDirect, then student can initiate request from Student Center.

	Student Center	> ^	CPP Homepage			
i	My Communications	>				E Menu
	Personal Information	~		E PE	「国	
	Classes & Registration	~	Curriculum Management	Student Records	Faculty Center	Student Services Tools

- 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

Student Center	>		Student Center
My Communications	>	~	Academics
<b>1</b> Academics	^		
My Grades			
My Unofficial Transcript			
My Degree Pr Report	ogress		
My Course H	istory		
My Holds			
My Honors a Awards	nd		
My Test Sum	mary		
My Transfer (	Credit		
Change of M	inor		

4. Select **Change of Minor** and the Change of Minor Request Page will appear.

*	Student Center	>	Student Center	
	My Communications	>	Academics	
-	Personal	~	Apply for Graduation	Change of Minor
	mormotion		Class Schedule	Course History
8	Classes & Registration	~	Degree Progress Report	Enrollment: Add
	Financial	~	Enroliment: Drop	Enrollment: Swap
			Grades	Open University
1	Graduation	~	Transcript: View Unofficial	Transfer Credit: Report
Â	Academics	~	Veterans Benefit	What-if Report

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

Add/Drop/Change of Mino	nquest	Return To Stud
Instructions to Add/Drop/G	nge a Minor	
To Create a New Reque	select the button below.	
Add a Minor: check this	utton 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 thi	autton if you wish to drop a minor.	
Change a Minor: select	is button if you wish to change to a different minor, new minor coordinator is required. Please note student may declare up to tw	vo minors on
Please note: If you curr	tly have a request pending, you will not be able to submit a new request until the pending request has been reviewed and proces	ssed.
If you have completed of	er 90 units already and want to add or change a minor, the request will be routed to the Office of Student Success to review.	

- 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.

Academic Level	Freshman			
lajor	History			
/our current minor(	s) are reflected in the D	eclared Minor(s) box below	N.	
o begin, choose fro	om the dropdown menu	to Add/Drop/Change a m	inor.	
Select Option				
Course Electi	ve/Substitution			
Change	Drop			
Add				
Add/Change Minor(	s)			
SELECT CURP	IENT MINOR		SEARCH FOR NEW PLAN	PROPOSED MINO
	ic Relations Minor		Search for New Plan	

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

Course Elective/	
Change	Drop
Add	
ect Minor	
ect Minor	CURRENT MINOR

Next Cancel

- 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.

		Minor	Course Elective(s) Selection or Minor Course S	ubstitution(s)		
r minor course elective(s) selection	on, list courses below (skip to the next step	if there's no minor course selective(s)):				
For minor course substitution(s), com	plete information below:					
CATALOG COURSE		COURSE TITLE			ADD	DELETE
1	C	L			+ Add	X Delete
minor course substitution(s), co		step if there's no minor course substitution):				
MINOR COURSE REQUIREMEN	T COURSE TITLE		MINOR SUBSTITUTE COURSE	COURSE TITLE	ADD	DELETE
1	Q		٩		+ Add	× Delete
K FIF	ST	< 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.

Change     Drop	
Add	
d/Change Minor(s)	
ELECT CURRENT MINOR SEARCH FOR NEW PLAN	PROPOSED MINOR

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

Cancel

Next



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

Select New Majo	jor/Minor					
Enter the name of	of the minor (e.g. Englis	sh) in the Search box, then click on	"Search".			
Keyword Search	1					
Search						
Search Results						
SELECT		ACADEMIC PLAN		DEPARTMENT NAME		COLLEGE NAME
		ACADEMIC PLAN CHM_NR_B1	Chemistry Minor	DEPARTMENT NAME Chemistry and Biochemistry		COLLEGE NAME Science
		CHM_NR_B1		Chemistry and Biochemistry	NEXT >	
	Minor	CHM_NR_B1	<pre></pre>	Chemistry and Biochemistry	NEXT >	
	Minor	CHM_NR_B1	<pre></pre>	Chemistry and Blochemistry	NEXT >	

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

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	c							
1	CATALOS COURSE			ADD + Add	DELETE X Delete				
For minor o	ourse 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 COU	RSETITLE	ADD DELETE				
1	٩		Q		+ Add X Delete				
	≪ <sub>FIRST</sub>	< PREVIOUS	1 OF 1	NEXT	LAST >>				
			FIND   DOWNLOAD						

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

.cok 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

<ul> <li>Search Options</li> </ul>	
Search by:	Catalog Nbr 🗸
begins with	COM1100
Look Up C	ancel Advanced Lookup
Search Results	

• 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.

	SELECT CURRENT MINOR						
	0	Public Relations Minor					
nores	urse elective(s)	selection, list courses below (skip to the ne	ot ste	p if there's no minor course selective(s)):			
minor	ourse elective(s)	election, list courses below:					
_			_				
	GATALOG COUR	BE	<u></u>	COURSETTLE		ADD	DELETE
	COM1100		۹	Public Speaking	l l	+ Add	X Delete
~			Q			+ Add	X Delete
			Q			+ Add	X Delet

Click Next



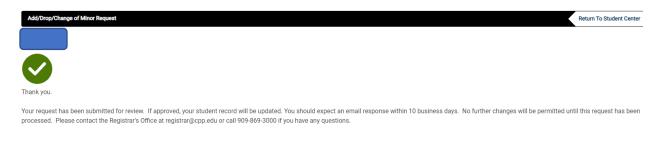
f. Verify your selection and provide a justification for this request, click Submit

	ify your selection.		
ACTION         CURRENT MINOR         PROPA           1         Change         Chemistry Minor         Englis           /our submission will go through an approval process. Please provide the reason for this request in the box below, then select "Submit".         Substification	and return to previous page, select 'Back	٢'	
1     Change     Chemistry Minor     English       Your submission will go through an approval process. Please provide the reason for this request in the box below, then select "Submit".     Justification	in Minor		
Your submission will go through an approval process. Please provide the reason for this request in the box below, then select "Submit". Justification	ACTION	CURRENT MINOR	PROPOSED MI
Justification	Change	Chemistry Minor	English Mino
for better employment opportunities	ission will go through an approval proce	ass. Please provide the reason for this request in the box b	below, then select "Submit".
	ion		

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.



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							
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 but	ton 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	ТМЕ	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 Deta	ils						
ACTION		PROPOSED MINOR	CURRENT MINOR				
1 Change	E	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

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

Registrars Office <registrar@cpp.edu>

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.



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

ł		
	Dear	1
	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	
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