

## 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".

Faculty Center | Advisor Center

my advisees | student center | general info

**My Advisees**

There is no information for the transaction you are viewing.

**VIEW DATA FOR OTHER STUDENTS**

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

**Look Up EmplID**

ID: begins with [ ]

Last Name: begins with [ ]

First Name: begins with [ ]

Look Up Clear Cancel Basic Lookup

**Search Results**

View All First 1-3 of 3 Last

ID	Name	Gender	Program / Plan / Sub Plan	Last Name	First Name
00		Male	Undergraduate Baccalaureate - Mathematics - Statistics Opt		

5) Click on *Create New Request*.

Billy Bronco

Undergrad **Create New Request**

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

2) Key in your student's Last Name and First Name or BroncoNumber in the ID field. Click "Search".

### Advisee's Student Center

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

ID: begins with [ ]

Campus ID: begins with [ ]

National ID: begins with [ ]

Last Name: begins with [ ]

First Name: begins with [ ]

Case Sensitive

Search Clear Basic Search Save Search Criteria

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

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**Advisee Student Center**

Academics

My Class Schedule

Advisor Request

Deadlines URL

This Week's Schedule

Class

6) Select *Minor Program: Add/Drop*.

Student Career

Request Nbr. 1

\*Request Type MINOR PROGRAM: ADD / DROP

Minor Coordinators must complete this "Advising Request Form" to ADD a Minor Program. Graduate Coordinators of minors must include in the "Comments" box a brief explanation of how the student will complete the 36 additional units of the student's primary major within the 36 additional units of the student's primary major.

To DROP a Minor Program, the Minor Coordinator needs to complete the "Minor Program Drop Form".

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