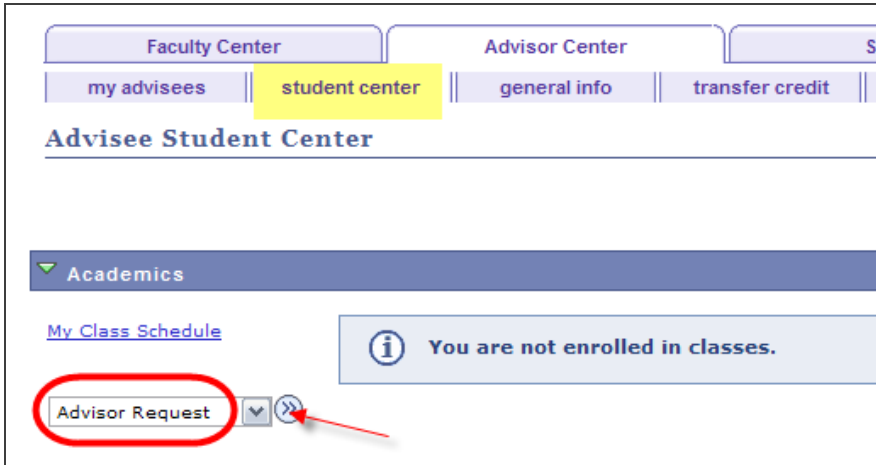
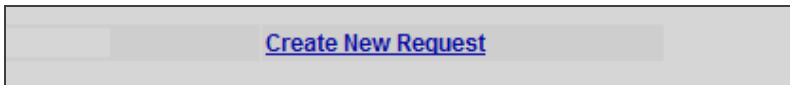


HOW TO SUBMIT AN APPROVAL TO ADD OR DROP A MINOR PROGRAM FOR A STUDENT

1. Go to the Advisor Home Page in BroncoDirect. Click on the *Advisor Center* link under “Advisor Self Services”.
2. Click on the *student center* tab.
3. Enter the Bronco ID Number of the student for whom the request is being made. If the student’s ID Number is not available, enter the Last Name and First Name of the student. Click *Search*.
4. Select the appropriate student.
5. Click on the down arrow next to the “other academic...” field. This will display a list of items. Select “Advisor Request” and then click the >> icon.



6. Click on the “Create New Request” link.



7. Click on the down arrow next to the Request Type field. This will display a list of items. Select “Minor Program: Add/Drop”. Upon selecting this item, a set of instructions, such as shown below, will appear on the page.

*Request Type **MINOR PROGRAM: ADD / DROP**

Minor coordinators must complete this form when approving students to add or drop a minor program.

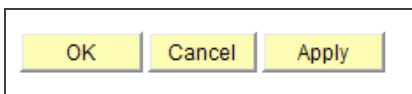
Instructions:

1. In the "MINOR PROGRAM" box, type the name of the minor program that you are approving this student to either add or drop.
2. In the Comments box, type the word "ADD" or "DROP" to indicate the action you are approving for this minor program.

MINOR PROGRAM:

Comments

8. You must enter the minor program in the first box, and the desired action “ADD” or “DROP” in the comment box.
9. After entering the information, click on the “Apply” button and then the “OK” button, both located at the bottom of the page.



10. The name of the individuals completing and processing this electronic form will automatically be entered in the form. The “Requester” is the Minor Coordinator (or designee) and the “Responder” is the staff member in the Registrar’s Office.

Request Status

Requester Leslie Corcoran Submit

Responder Leslie Corcoran

NOTE: Should corrections to this request be necessary, the “Requester” may return to the electronic form on BroncoDirect and make the necessary changes. A record of past requests for the student will be in the “History” box.

Edit request								
Career	Nbr	Request Type	Descr	Requestor	Request Status	Approval Status	Responder Status	Edit
Undergrad	1	MINOR	MINOR PROGRAM: ADD / DROP	Leslie Corcoran	Submit		In Basket	Edit

SAMPLE RECORD IN STUDENT CENTER OF A STUDENT WITH A DECLARED MINOR PROGRAM

Advisee Academics

Institution / Career / Program edit program data

- POCMP - Cal Poly Pomona
 - UGRD - Undergraduate
 - UBAC - Undergraduate Baccalaureate
 - UBAC - Undergraduate Baccalaureate

Program:	UBAC	Undergraduate Baccalaureate
Student Career Nbr:	1	
Status:	Active	as of 03/27/2011
Admit Term:	2083	Spring Quarter 2008
Expected Graduation:	2143	Spring Quarter 2014
Approved Load:	Full-Time	
Load Determination:	Base On Units	
Level Determination:	Base On Units	
Plan:	CE_BS_B	Civil Engr
Requirement Term:	2083	Spring Quarter 2008
Sub-Plan:	CE_BS_BGN	General Civil Engineer Opt
Requirement Term:	2083	Spring Quarter 2008
Plan:	HST_NR_B1	History
Requirement Term:	2113	Spring Quarter 2011

AND HOW IT APPEARS ON THE DEGREE PROGRESS REPORT ...

Advisee Requirements

Current Academic Objective 1 of 1

[Requirement \(Catalog\)](#)
[Term](#)

Career:	Undergraduate	Fall Quarter 2004
Program:	Undergraduate Baccalaureate	Spring Quarter 2008
Plan:	Civil Engr	Spring Quarter 2008
Sub-Plan:	General Civil Engineer Opt	Spring Quarter 2008
Plan:	History	Spring Quarter 2011

Expected Grad Term: Spring Quarter 2014
Graduation Status: Not Applied