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.

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.

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.

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

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