

# Program Change Request Online Workflow

## Contents

Program Change Request Online Workflow .....	1
Program Change Request Start.....	2
Entering New Program Information .....	4
Approving a Program Change Request .....	8
Troubleshooting Workflow .....	9
How do I return a workflow back to the queue?.....	9
How do I stop a workflow? .....	10
How do I delete a duplicate workflow? .....	10

## Program Change Request Start

For Advisors:

From the student's profile in Beaver Hub, click on the Program Change link.

The screenshot shows the Beaver Hub interface for a student named Eileen Star Best Student (ID: 933012345). The page is divided into several sections:

- Academic Resource Links:** Contains links for MyDegrees, OnBase, Confidential Flag, Advising Student Profile, Unofficial Academic Transcript, and Program Change (highlighted).
- Student Details:** Includes email (testpree@oregonstate.edu), University ID (933012345), and phone number ((541) 737-1699).
- Attributes:** Shows a Degree Partnership Program (DPP) with attribute descriptions.
- Current Degree Programs:** A table with one entry:
 

Degree Program ID	Program	Major 1	Campus Descri...	Admit Term	Effective Te...	Current	Primary	Studen
PE-984888	BS, College of Forestry	Natural Resources	Ecampus	Winter 2021	202400	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	G1
- Student Open Support Cases:** A table with three entries:
 

CASE NUMBER	SUBJECT	STATUS	DATE/TIME OPENED	CASE TYPE
00074836	how do I waitlist a class?	Open	Aug 25, 2023, 9:42:16 AM	Registration
00074054	Test	Open	Aug 22, 2023, 11:10:45 AM	Student Records and Transcripts
00072872	Financial aid test	Referred	Aug 16, 2023, 11:37:31 AM	Financial Support

This will bring you to the Program Change Request page, which allows you to submit a request and displays the student's change of program history.

The screenshot shows the 'Program Change Request' page for Eileen Star Best Student (933012345). The page includes the following elements:

- Header:** Oregon State University logo and user name Chris Hunt.
- Section:** Program Change Request
- Greeting:** Hello Chris Hunt (chris.hunt@oregonstate.edu)
- Purpose:** The online change of program form requests changes to an undergraduate student's current major or adds an additional major, concentration, or minor. This landing page allows you to submit a request and displays a student's change of program history.
- Important Notes:**
  - Program change requests must be submitted by **5:00 PM on Friday of Week 2** to be effective the current term. Requests made after Friday of Week 2 will be effective the following term.
  - Submit the curriculum information exactly how you want the student's record updated, including any majors, options, or minors on the student's record before the change. Exception: The honor designation will remain active. The Office of the Registrar only removes/adds honor designations when informed by the Honors College.
  - The Comments field is available when a student adds or drops a third or fourth minor, updates the field of study catalog year, campus changes, or other helpful notes for the Office of the Registrar to know when processing the request.
  - For more information, see the [Undergraduate Change of Program](#) page on the Office of the Registrar's website.
- Action:** A button labeled 'Request Change'.
- Change of Program History:** A table showing the student's program history:
 

Term	Level	Degree	Priority	Campus	College	Field of Study	Change Date
Summer 2023	Undergraduate	Bachelor of Science	1	Dist. Degree	Corvallis Student	College of Forestry	MAJOR Natural Resources (671 07-SFP-2023)

To begin a program change request, click on the "Request Change" button. You will see the following when the Program Change Request has been created in Workflow:

## Program Change Request

Program Change Request was successfully sent to Workflow.

Hello Chris Hunt (chris.hunt@oregonstate.edu)

### Purpose:

The online change of program form requests changes to an undergraduate student's current major or adds an additional major, concentration, or minor. This landing page allows you to submit a request and displays a student's change of program history.

### Important Notes:

- Program change requests must be submitted by **5:00 PM on Friday of Week 2** to be effective the current term. Requests made after Friday of Week 2 will be effective the following term.
- Submit the curriculum information exactly how you want the student's record updated, including any majors, options, or minors on the student's record before the change. Exception: The honor designation will remain active. The Office of the Registrar only removes/adds honor designations when informed by the Honors College.
- The Comments field is available when a student adds or drops a third or fourth minor, updates the field of study catalog year, campus changes, or other helpful notes for the Office of the Registrar to know when processing the request.
- For more information, see the [Undergraduate Change of Program](#) page on the Office of the Registrar's website.

Eileen Star Best Student (933012345)

Click the button below to submit a change of program request.

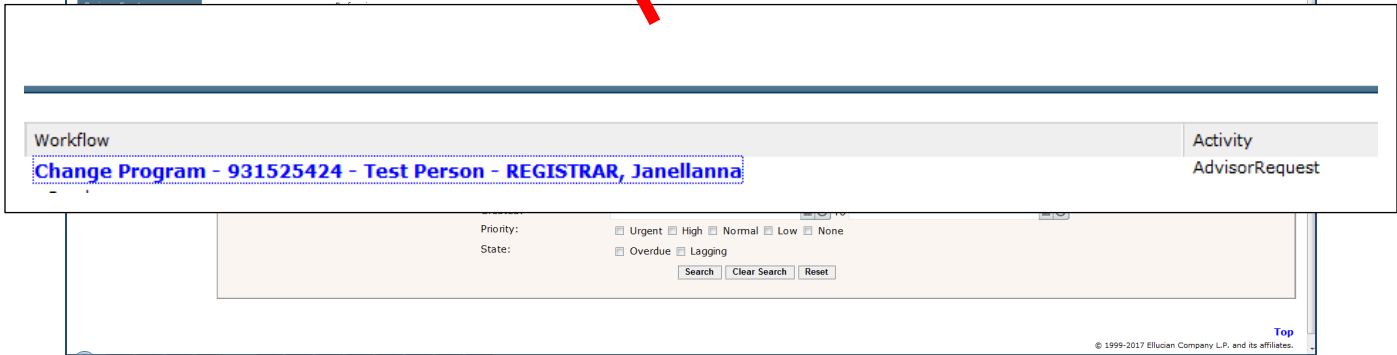
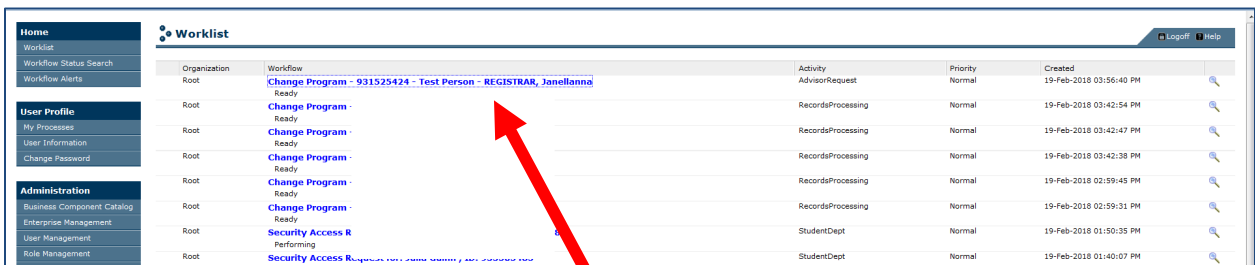
[Request Change](#)

### Change of Program History

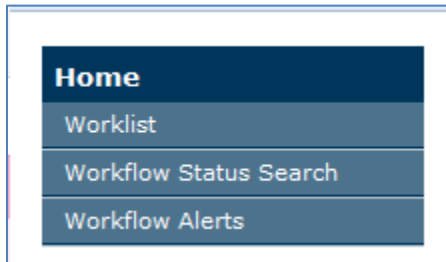
Term	Level	Degree	Priority	Campus	College	Field of Study	Change Date
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Open Banner Workflow (<https://prodadmin.isadm.oregonstate.edu/wfprod/>)

Click on the workflow associated with the student and start entering the program change information. (See the image below.)



**NOTE:** If you cannot find the workflow associated with the student that you have initiated, **click the Worklist button to refresh the queue.** It might take a few seconds for the workflow to appear in the queue. The Worklist button is located on the left hand-side menu navigation.



## Entering New Program Information

Once the workflow associated with the student is open, start entering the new or updated program information as shown below:

**Worklist**

**Change of Program**

---

Change of Program for:

**931525424 - Test Person - REGISTRAR, Janel**

To begin, select Effective Term and work your way down the page. Once finished check the "I approve" box, review your changes on the page, then press the "Complete" button. Clicking "Clear Selections" will clear everything you have entered thus far. It is important to note that once you check "I approve" you cannot clear or change selections. If you wish to make edits you must click "Cancel", then re-enter the workflow by clicking on your student from the work list within Workflow.

**Please list all majors, minors, and options as they should appear on the students curriculum record going forward. Whatever is left off will be considered a drop request and will be removed from the student's record.**

**NOTE: Please read the instructions carefully.** Information submitted through this step will be exactly the way the student's records will be updated. **Any options, minors, majors that were on student's records before and not listed here, will be assumed as dropped from the student's curriculum record.**

**NOTE: If there are any program details that student will keep (existing major, minor, option, etc.) but these details cannot be selected using the dropdown menus, please provide a comment in the comment box about the details of the program that need to remain on student's curriculum.**

Effective Term dropdown list will only show terms that can be selected. For example, if it is past week 2 of the current term, effective term is defaulted to the next available term. Make sure you're requesting a change for the appropriate term. Requests for new students should be for the student's first term of attendance, not before.

Worklist  
**Change of Program**

Change of Program for:

**931525424 - Test Person - REGISTRAR, Janel**

To begin, select Effective Term and work your way down the page. Once finished check the "I approve" box, review your changes on the page, then press the "Complete" button. Clicking "Clear Selections" will clear everything you have entered thus far. It is important to note that once you check "I approve" you cannot clear or change selections. If you wish to make edits you must click "Cancel", then re-enter the workflow by clicking on your student from the work list within Workflow.

**Please list all majors, minors, and options as they should appear on the students curriculum record going forward. Whatever is left off will be considered a drop request and will be removed from the student's record.**

Effective Term: **Spring 2018**

- ▶ Primary Curriculum
- ▶ Secondary Curriculum
- ▶ Minors

- Use the dropdown lists Primary Curriculum, Secondary Curriculum, and Minors to enter student's program information.
- Any current degrees, majors, minors, and options that the student would like to continue in is also listed here.

**NOTE: Student's current program information is listed to the right of each program detail dropdown menus.**

Worklist  
**Change of Program** Hide Menu Logoff Help

Change of Program for:

**933012345 - Testy, Aileen**

To begin, select Effective Term and work your way down the page. Once finished check the "I approve" box, review your changes on the page, then press the "Complete" button. Clicking "Clear Selections" will clear everything you have entered thus far. It is important to note that once you check "I approve" you cannot clear or change selections. If you wish to make edits you must click "Cancel", then re-enter the workflow by clicking on your student from the work list within Workflow.

**Please list all majors, minors, and options as they should appear on the students curriculum record going forward. Whatever is left off will be considered a drop request and will be removed from the student's record.**

Effective Term: **Spring 2019**

- ▶ Primary Curriculum
- ▶ Secondary Curriculum
- ▶ Minors

If this student has any existing majors, minors, options that they need to keep and are not available in the drop down menus to be re-selected, please provide the information in the comment box below.

Comments:

Graduation Term: **N/A**

[Clear Selections](#)

I approve of this change as requested by the student.

**NOTE:** If the student has a major, minor, and/or option from another college that they would like to keep, please list these programs as they should continue to appear on student’s program record. Since the student is not entering the other college for the first time and has been majoring in the other college’s program, there no need for a repeated advisor approval from the other college.

**Change of Program for:**  
 931525424 - Test Person - REGISTRAR, Janel

To begin, select Effective Term and work your way down the page. Once finished check the "I approve" box, review your page, then press the "Complete" button. Clicking "Clear Selections" will clear everything you have entered thus far. It is important that once you check "I approve" you cannot clear or change selections. If you wish to make edits you must click "Cancel" the workflow by clicking on your student from the work list within Workflow.

**Please list all majors, minors, and options as they should appear on the students curriculum record going forward. Anything is left off will be considered a drop request and will be removed from the student's record.**

Effective Term: **Spring 2018**

- ▶ Primary Curriculum
- ▶ Secondary Curriculum
- ▶ Minors

**Click on the arrow icon next to Primary Curriculum and Secondary Curriculum links to open the dropdown menu with a list.**

Select Degree Type, Campus, College, Major, Option in the order specified. The list of items available in each dropdown is determined by what has been selected prior to this item. For example, if you select degree type BA, then the next dropdown “campus” will list only the campuses that offer the degree type BA. Then the college list then is narrowed down to the degree type and campus that has been selected.

▼ Primary Curriculum

Degree: **BS**

Campus: **Corvallis**

College:

Major 1: **College of Business - 02**

Option 1: **College of Earth, Ocean, and Atmospheric Sciences - 24**

Option 2: **College of Engineering - 16**

Option 3: **College of Forestry - 05**

Option 4: **College of Liberal Arts - 10**

Enter all details of student’s secondary as it should appear in the Second Curriculum dropdown list record.

**NOTE:** Secondary Curriculum Degree dropdown menu will list CERT degree type. **ONLY** advisors authorized to admit students into the CERT program use this degree type.

The screenshot shows a web application interface for program configuration. On the left is a vertical navigation menu with items: Enterprise Management, User Management, Role Management, Business Events, Work Calendars, In-process Monitoring, Banner Workflow Modeler, Workflow System Administration. The main content area has a left sidebar with 'Primary Curriculum' and 'Secondary Curriculum' (highlighted with a red box). To the right, there are several dropdown menus: 'Effective Term' (Spring 2018), 'Degree' (BS), 'Campus' (Corvallis), 'College2' (College of Agricultural Sciences -), 'Major 1' (Botany - 515), 'Option 1' (Comprehensive Botany - 932), 'Option 2', 'Option 3', 'Major 2', 'Option 1\_1', 'Option 1\_2', and 'Option 1\_3'.

- Add the minors in the minor dropdown menu.

This screenshot shows the same interface as above, but with the 'Minors' dropdown menu (highlighted with a red box) open. The dropdown list contains several options: Actuarial Science - 563, Aerospace Engineering - 905, and Aerospace Studies - 904. The 'Minor:' label is repeated three times next to the dropdown menu.

- **Review program information** one more time to make sure it is all accurate. If all is well, **click in the “check” box next to the statement “I approve of this change as requested by the student”** and then click Complete.

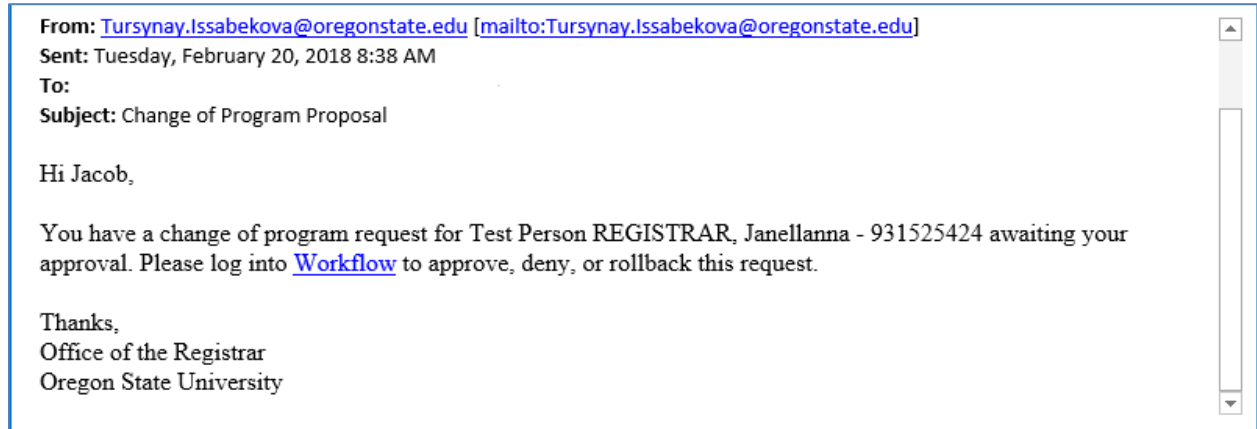
The screenshot shows a dialog box with a blue link 'Clear Selections' at the top. Below it is a checkbox with the text 'I approve of this change as requested by the student.' At the bottom of the dialog are two buttons: 'Complete' and 'Cancel'.

- The workflow is now sent to the next step.

## Approving a Program Change Request

For Head Advisors:

**You will receive an email** from workflow that you have a **program change request awaiting to be approved**. See the email below.



- **Click on the Workflow link provided in the email and log into workflow.**
- **Click on the program change request** in the workflow queue.
- **Available options** for this step are **Approve, Deny, and Rollback**.

**Approve** – moves the workflow to Office of the Registrar.

**Deny** – ends the workflow.

**Rollback**- sends the workflow to the advisor who submitted it. Comment needs to be added for advisor to act upon.



Student ID: **931525424**

Name: **Test Person REGISTRAR, Janellanna**

Primary - Degree1/Campus1/College1: **BS Corvallis College of Business - 02**

Major 1: **Business Administration - 181**  
Option 1 / Option2 / Option 3:

Major 2: **Accountancy - 641**  
Option 2\_1 / Option2\_2 / Option 2\_3: **Accounting Information Systems - 236**

Secondary - Degree2 / Campus2 / College2: **BS Corvallis College of Agricultural Sciences - 01**

Major 1: **Botany - 515**  
Option 1 / Option2 / Option 3: **Comprehensive Botany - 932**

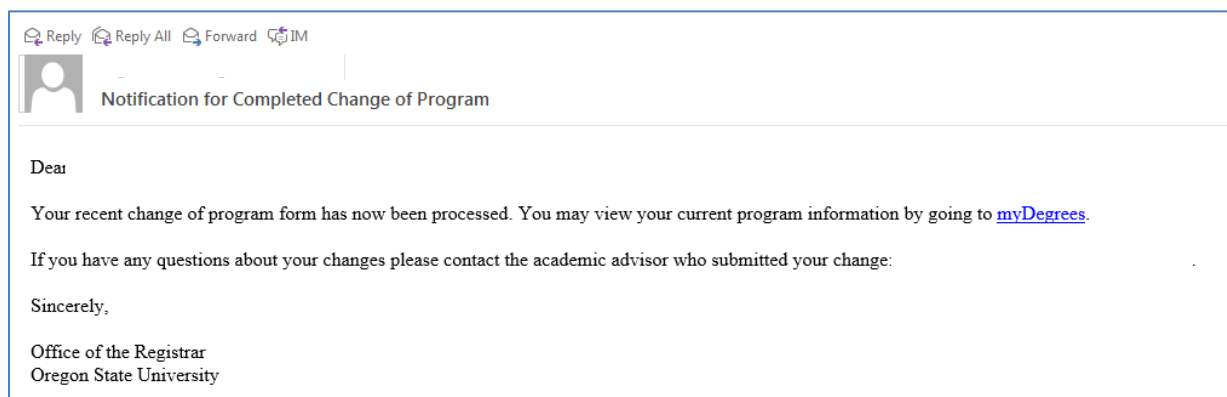
Major 2:  
Option 2\_1 / Option2\_2 / Option 2\_3:

Minors: **Animal Sciences - 125**

\*  
 Approve  
 Deny  
 Rollback

Comments for Rollback:

- Select Approve and click Complete to send the workflow to the Office of the Registrar for processing.
- Once the Office of the Registrar has finished processing the request, an email is sent to the student as shown below.




## Troubleshooting Workflow

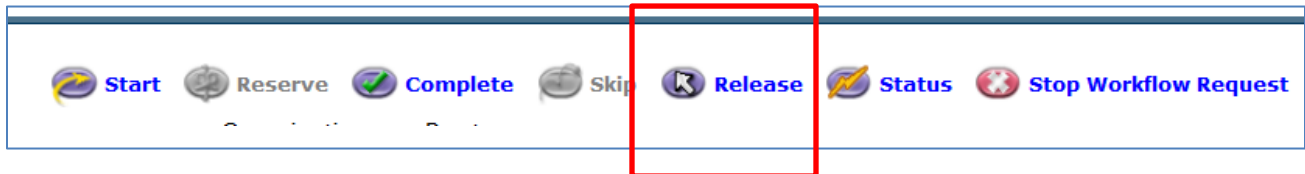
### How do I return a workflow back to the queue?

**Q:** I accidentally clicked on the wrong workflow and now it not visible to other advisors in my college/department.

**A:** It is simple to release the claimed workflow back to the queue. Click on the small magnifying glass icon that located at the end of the workflow item in the queue. See image below.

Organization	Workflow	Activity	Priority	Created	
Root	<b>Change Program - 933012345 - Test Person</b> REGISTRAR, Eileen Registrars Ready	AdvisorRequest	Normal	27-Feb-2018 11:00:09 AM	

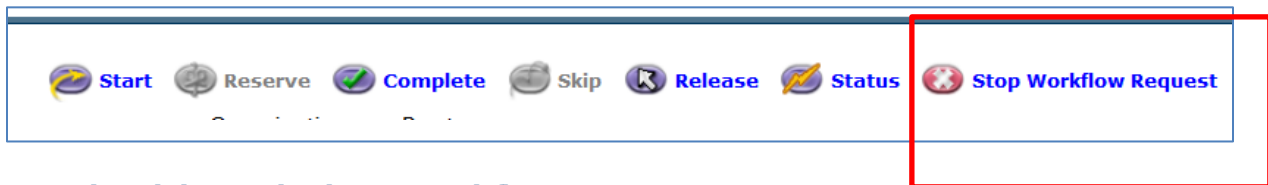
- Then click on the Release button.



### How do I stop a workflow?

**Q:** I started a program change request for the wrong student. How do I stop the workflow from going forward?


**A:** Click on the small magnifying glass icon that located at the end of the workflow item in the queue. See image below. And, then click on the Stop Workflow Request button.



### How do I delete a duplicate workflow?

**Q:** I clicked on the Program Change Request button twice by accident, and now there are two workflows for the same student in the queue. How do I end one that I don't need?

**A:** Stop the unwanted workflow by clicking on the small magnifying glass icon and click the Stop Workflow Request button. The unneeded duplicated workflow is now ended.

Worklist						Logoff	Help
Organization	Workflow	Activity	Priority	Created			
Root	<b>Change Program - 933012345 - Test Person</b> REGISTRAR, Eileen Registrars Ready	AdvisorRequest	Normal	27-Feb-2018 11:00:09 AM			
Root	<b>Change Program - 933012345 - Test Person</b> REGISTRAR, Eileen Registrars Ready	AdvisorRequest	Normal	27-Feb-2018 10:58:49 AM	