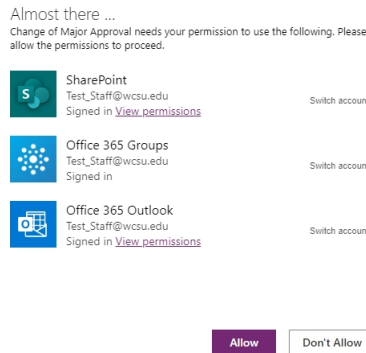# Change of Major Approval Process

Form link: [Change of Major Approval](#)

Signing In

If you are not already signed into Office 365, you will be prompted to authenticate using your regular WCSU credentials.

The first time you open the approval form, you will be prompted to give the form permission to access SharePoint, Office 365, and Outlook using your account:

Granting this permission will allow the form to read and write to the SharePoint lists where the Change of Major Request data is stored. It will also allow the form to send email notifications from your Outlook email account (e.g. notifying the student if their request was approved or declined).

Your List of Request Approvals

Once you are signed in you will see a list of any open requests that are awaiting your review. You may toggle the **Now Showing** button to display All Requests or Open Requests (the default). All Requests will display current outstanding requests plus requests that were previously approved or declined.
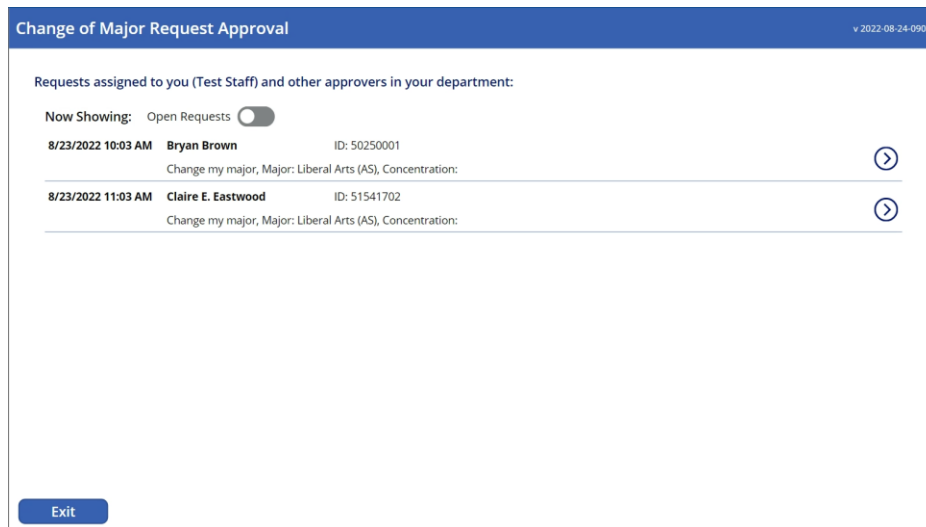
Click a request to open its Request Details

Request Details Screen

The top portion of this screen contains the request submitted by the student. Review the request and then Approve or Decline.

Note: <mark>Once a decision has been recorded (Approved or Declined) the request is no longer considered "Open" and will only appear on the home screen by showing "All Requests"</mark>

Approving a Request

The **Approve** button will remain disabled until an advisor is selected. Once the Approve button is enabled, click it to record the approval status, along with your electronic signature, and a date stamp.

Declining a Request

Click the **Decline** button to record the status along with your electronic signature, and a date stamp.

After you decline a request, you will be prompted to provide a reason. This reason will appear in the notification sent back to the student.

Sending the Notification Message

After you approve or decline a request, click **Prepare Notification Message** to open the message editor. A default message (including the reason for declining, if applicable) will be displayed. This message can be edited before sending to the student. *Please note*: any modifications made to the message will be sent to the student and cc'd parties but will not be stored in the request record. If you return to the notification message editor later, the default message will be displayed. *Also note*: since this message is being sent from your Outlook account, a copy can be found in your Sent Items folder in Outlook.

The notification message will be sent to the student and will cc you and the other approvers in your department (if applicable). If the request was approved, a copy of the message will also be sent to the assigned advisor and the Registrar's Office.

Click **Send Notification** to notify all parties or **Cancel** to return to the Request Details screen.

When you are finished reviewing/approving the current request, you can return to the Home Screen if there are other requests to review or you can simply close the tab in your browser.