

# Advising Guide to the Academic Curriculum Change Tool & Softdocs

## PROCEDURES

UNIVERSITY PROCESS IMPROVEMENT - CREATED 10/2018

OFFICE OF THE REGISTRAR - UPDATED 3/2024

## CONTENTS

1.0	Intro To The Academic Curriculum Change Tool (aka “Tool”) .....	2
1.1	What Can the Tool Change? .....	2
1.2	Eligible Populations .....	2
1.3	Ineligible Populations .....	2
1.4	Effective Terms and Catalog Terms .....	2
1.5	Access to Change Tool .....	2
2.0	Anatomy of Academic Curriculum Change Tool .....	3
3.0	How Do I...? .....	4
3.1	Search for a student .....	4
3.2	Add a New Program (and keep the current program) .....	5
3.3	Change an existing program (Inactivate the current program) .....	6
3.4	Update Concentrations .....	7
3.5	Update Minors .....	9
3.5	Update Catalog Term .....	12
4.0	Tool Exclusion Processing - Softdocs -Only Populations .....	12
4.1	Student Athletes .....	12
4.2	Current UM Global Students .....	12
4.3	Changes only made by Registrar .....	13
5.0	Tool Exclusions - Populations required to change thru Admissions .....	13
5.1	Non-degree seeking students .....	13
5.2	Graduate and Law Students .....	13
6.0	System Messages .....	13
6.1	Exclusion Messages .....	13
6.2	Maximum Program Messages .....	14

## 1.0 INTRO TO THE ACADEMIC CURRICULUM CHANGE TOOL (AKA “TOOL”)

The University Process Improvement team with university vendor, Evisions developed an automated tool allowing authorized academic advisors to change the curriculum for many of their students which will be immediately reflected in Banner in 2018. This process removes the need for paper forms that must be walked to multiple campus offices before Registrar staff update Banner manually.

### 1.1 WHAT CAN THE TOOL CHANGE?

1.1.1 The Tool will allow advisors to change the following parts of a student’s academic program in Banner.

- Program
- Major
- Concentration
- Minor
- Catalog Term

### 1.2 ELIGIBLE POPULATIONS

1.2.1 Eligible students found in the tool are for undergraduate degree-seeking students. If the undergraduate degree-seeking student does not appear in the search results, an exclusion message will appear. See section 4 for full information on excluded populations.

### 1.3 INELIGIBLE POPULATIONS

1.3.1 Due to different authorizations, requirements, and access, advisors will not be able to adjust programs through the Tool for certain groups of students. Changes for these populations must be done by using the SoftDocs links found in the Academic Curriculum Change portlet of the MyMemphis portal Advising page.

### 1.4 EFFECTIVE TERMS AND CATALOG TERMS

1.4.1 Start Dates – The tool will display a future term in the dropdowns on the current term’s first day of class.

- For example, Summer/Fall 2024 terms will begin displaying on the first day of class for Spring 2024 (January 2024).
- Summer/Fall terms will always display at the same time.
- Spring 2025 will be displayed on the first day of Fall 2024 classes (August 2024)

1.4.2 End Dates – The tool will stop displaying the current term after the last day to add/drop for the term

- Technical note: [SOBPTRM\\_START\\_DATE + 4 days](#)

### 1.5 ACCESS TO CHANGE TOOL

1.5.1 Access will be granted to those who have been approved by their director of advising. Once a user has successfully attended the Tool training, or confirmation of training by their director of advising, the Registrar’s Office will add the newly trained user to the **Argos-STU-AcadCurrChange-RV** LDAP group for access.

1.5.2 Authorized academic advisors will be able to access the tool via their MyMemphis Advising page.

## Online Academic Curriculum Changes

[Academic Curriculum Change Tool](#)

[Locate the Academic Curriculum Change app, double click on it and follow the prompts.](#)

[Instructions for Academic Curriculum Change Tool](#)

[Training Video for Academic Curriculum Change Tool](#)

### Softdocs for Special Populations

[Softdocs Academic Curriculum Change Form](#)

[Instructions for Softdocs Academic Curriculum Change Form](#)

## 2.0 ANATOMY OF ACADEMIC CURRICULUM CHANGE TOOL

### Search by Student ID or Student Name

THE UNIVERSITY OF  
MEMPHIS

Select Student: ☐ By ID Number ☐ Using Name Search

Type Student ID Number: U00657070 and Press TAB

Found Student: Beckett, Cody Gail

Select Student and Proceed

### Student Curriculum Information Dashboard & Action Bar

THE UNIVERSITY OF  
MEMPHIS

Curriculum Information for: U00657070 Beckett, Cody Gail

Automated Curriculum Change

**Majors**

Prt	Effective	Campus	College	Level	Degree	Major	Catalog Term
15	201880	AS	UG	Bachelor of Arts	World Languages		201880

**Concentrations**

Prt	Effective	Concentration	Attached to Major	Catalog Term
15	201880	French	World Languages	201880

**Minors**

Prt	Effective	Campus	College	Level	Degree	Minor	Catalog Term
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**Actions**

- Add a Major
- Change Selected Major
- Change Catalog for Selected Major
- Add Concentration to Selected Major
- Change Selected Concentration
- Change Selected Concentration to Inactive
- Add a Minor

Return to Student Selection

### New Program Options and Actions Preview

**Provide Information for New Major**

Effective Term: 201880 - Fall Term 2018

Program: CF-BA - CF Bachelor of Arts

Select Major: PBRL - Public Relations

Concentration: No Concentration

Concentration: No Concentration

Minor: No Minor

Minor: No Minor

**Actions**

Add This Major:

Effective: Fall Term 2018

Program: CF Bachelor of Arts

College: Communication and Fine Arts

Level: Undergraduate

Degree: Bachelor of Arts

Major: Public Relations

Conc: No Concentration

Conc: No Concentration

Minor: No Minor

Minor: No Minor

Process

Cancel

Return to Student Selection

Return to Student Curriculum

### 3.0 HOW DO I...?

#### 3.1 SEARCH FOR A STUDENT

- Searching by ID Number (Banner ID)
  - By default, the **By ID Number** radio button is selected
  - Type the student's Banner ID into the **Type Student ID Number** field
  - Press the TAB key
  - A "Loading" circle will appear. If it does not, press the TAB key again

*Note: It is strongly recommended that you use the TAB key rather than Enter throughout this tool for better performance.*

Select Student

☒ By ID Number

☐ Using Name Search

Type Student ID Number:  and Press TAB

ONLY CURRENT DEGREE-SEEKING UNDERGRADUATE STUDENTS CAN BE SELECTED IN THIS WORKFLOW.

Any students who are exclusively a Law, Graduate, or non-degree-seeking Undergraduate cannot change majors through this tool. Those students should be referred to Law Admissions, Graduate Admissions, or Undergraduate Admissions, dependent upon their desired program of study.

- The student's name will appear after **Found Student**
- Hit TAB (A "Loading" circle will appear. If it does not, press TAB again)
- Click on **Select Student and Proceed** to enter the student's dashboard

Select Student: ☐ By ID Number ☐ Using Name Search

Type Student ID Number:  and Press TAB

Found Student: Beckett, Cody Gail

[Select Student and Proceed](#)

ONLY CURRENT DEGREE-SEEKING UNDERGRADUATE STUDENTS CAN BE SELECTED IN THIS WORKFLOW.

Any students who are exclusively a Law, Graduate, or non-degree-seeking Undergraduate cannot change majors through this tool. Those students should be referred to Law Admissions, Graduate Admissions, or Undergraduate Admissions, dependent upon their desired program of study.

- Searching by Name (*Less recommended method*)
  - Select **Using Name Search** radio button
  - Type the student's last name into the **Last Name** field
  - Click cursor into the **First Name** field. Type the student's first name
  - Hit TAB (A loading circle will appear. If it does not, press TAB again)

THE UNIVERSITY OF  
MEMPHIS

Automated Curriculum Change

Select Student: ☐ By ID Number ☐ Using Name Search

Enter Last Name:

Enter First Name:

[Search](#)

Search Results:

ID Number	Student Name	Date of Birth
U00657070	Beckett, Cody Gail	05/15/1999

[Select Student and Proceed](#)

ONLY CURRENT DEGREE-SEEKING UNDERGRADUATE STUDENTS CAN BE SELECTED IN THIS WORKFLOW.

Any students who are exclusively a Law, Graduate, or non-degree-seeking Undergraduate cannot change majors through this tool. Those students should be referred to Law Admissions, Graduate Admissions, or Undergraduate Admissions, dependent upon their desired program of study.

- Student name should appear in the Search Results unless the student has been excluded from the Tool
- Click on **Select Student and Proceed** to enter the student's dashboard

**TIP: Name searches take much longer to process than Banner ID. Use only when you cannot find Banner ID.**

### 3.2 ADD A NEW PROGRAM (AND KEEP THE CURRENT PROGRAM)

- Enter student's Banner ID. Click **Select Student and Proceed** when correct student is displayed
- In the Action Tool block on the right side of page, click **Add a Major**

Prty	Effective	Campus	College	Level	Degree	Major	Catalog Term
15	201880	AS	UG	Bachelor of Arts	International Studies		201780

  

Prty	Effective	Concentration	Attached to Major	Catalog Term
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Prty	Effective	Campus	College	Level	Degree	Minor	Catalog Term
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Add a Major  
Change Selected Major  
Change Catalog for Selected Major  
Add Concentration to Selected Major  
Add a Minor

Return to Student Selection

- Select the appropriate value from each needed drop down. Effective Term, Program and Select Major are required. Concentration 1&2 and Minor 1&2 are optional

Return to Student Selection

Return to Student Curriculum

Provide Information for New Major

Effective Term: 201880 - Fall Term 2018  
Program: CF-BA - CF Bachelor of Arts  
Select Major: PBRL - Public Relations  
Concentration: No Concentration  
Concentration: No Concentration  
Minor: No Minor  
Minor: No Minor

Actions

Add This Major:  
Effective: Fall Term 2018  
Program: CF Bachelor of Arts  
College: Communication and Fine Arts  
Level: Undergraduate  
Degree: Bachelor of Arts  
Major: Public Relations  
Conc: No Concentration  
Conc: No Concentration  
Minor: No Minor  
Minor: No Minor

Process  
Cancel

- Review the Action Preview block for accuracy
- If incorrect, click **Cancel** and you will be taken back to the student curriculum page where corrections can be made
- If correct, click **Process**. Banner will immediately be updated to reflect the major changed thru the Tool

### 3.3 CHANGE AN EXISTING PROGRAM (INACTIVATE THE CURRENT PROGRAM)

- Enter student's Banner ID. Click **Select Student and Proceed** when correct student is displayed
- In the Actions block on the right side of page, click **Change Selected Major**

**Majors**

Prtty	Effective	Campus	College	Level	Degree	Major	Catalog Term
15	201880	AS	UG	Bachelor of Arts	International Studies	201780	

**Concentrations**

Prtty	Effective	Concentration	Attached to Major	Catalog Term
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**Minors**

Prtty	Effective	Campus	College	Level	Degree	Minor	Catalog Term
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**Actions**

- Add a Major
- Change Selected Major
- Change Catalog for Selected Major
- Add Concentration to Selected Major
- Add a Minor

Return to Student Selection

- Existing program information appears on the **Changing from this Major** box on the left
- Select the appropriate value from each needed drop down. Effective Term, Program and Select Major are required. Concentration 1&2 and Minor 1&2 are optional

**Changing from this Major**

Catalog: Fall Term 2018  
 Effective: Fall Term 2018  
 Program: BU Bachelor of Business Admin  
 College: Fogelman Col of Bus and Econ  
 Level: Undergraduate  
 Degree: Bachelor of Business Admin  
 Major: Marketing Management

**Provide Information for New Major**

Effective Term: 201880 - Fall Term 2018  
 Program: BU-BBA - BU Bachelor of Business Admin  
 Select Major: MGMT - Management  
 Concentration: No Concentration  
 Concentration: No Concentration  
 Minor: No Minor  
 Minor: No Minor

**Actions**

Change to this Major:  
 Effective: Fall Term 2018  
 Program: BU Bachelor of Business Admin  
 College: Fogelman Col of Bus and Econ  
 Level: Undergraduate  
 Degree: Bachelor of Business Admin  
 Major: Management  
 Conc: No Concentration  
 Conc: No Concentration  
 Minor: No Minor  
 Minor: No Minor

Process  
 Cancel

Return to Student Selection Return to Student Curriculum

- Review the Action Preview block for accuracy
- If incorrect, click **Cancel** and you will be taken back to the student curriculum page where corrections can be made
- If correct, click **Process**. Banner will immediately be updated to reflect the major changed thru the tool

### 3.4 UPDATE CONCENTRATIONS

#### ADD CONCENTRATION TO EXISTING PROGRAM

- Enter student's Banner ID. Click **Select Student and Proceed** when correct student is displayed
- Select the program where the concentration will be added
- Click **Add Concentration to Selected Major** from the Action block



Prty	Effective	Campus	College	Level	Degree	Major	Catalog Term
15	201780	AS	UG	Bachelor of Arts	History		201680
16	201880	CF	UG	Bachelor of Arts	Communication		201680

**Actions**

- Add a Major
- Change Selected Major
- Change Selected Major to Inactive
- Change Catalog for Selected Major
- Add Concentration to Selected Major

- Choose appropriate term in **Effective Term** dropdown
- Select new concentration from the dropdown

**Add Concentration for this Major**

- Catalog: Fall Term 2016
- Effective: Fall Term 2018
- Program: CF Bachelor of Arts
- College: Communication and Fine Arts
- Level: Undergraduate
- Degree: Bachelor of Arts
- Major: Communication

**Provide Information for Concentration**

- Effective Term: 201880 - Fall Term 2018
- Concentration:
  - ACC - Academic Counseling Center
  - CMST - Communication Studies Concentration
  - FVP - Film and Video Production Concentration

[Return to Student Selection](#)
[Return to Student Curriculum](#)

- Confirm choice in the Actions block (if not correct, click **Cancel**), Click **Process**

**Add Concentration for this Major**

- Catalog: Fall Term 2016
- Effective: Fall Term 2018
- Program: CF Bachelor of Arts
- College: Communication and Fine Arts
- Level: Undergraduate
- Degree: Bachelor of Arts
- Major: Communication

**Provide Information for Concentration**

- Effective Term: 201880 - Fall Term 2018
- Concentration: FVP - Film and Video Production Concentration

**Actions**

- Add this Concentration:  
Film and Video Production Concentration
- Process
- Cancel

[Return to Student Selection](#)
[Return to Student Curriculum](#)

- Dashboard will show the newly added concentration

**Curriculum Information for: U00598649 Jackson, Andrew**
**Automated Curriculum Change**

Prty	Effective	Campus	College	Level	Degree	Major	Catalog Term
15	201780	AS	UG	Bachelor of Arts	History		201680
16	201880	CF	UG	Bachelor of Arts	Communication		201680

  

Prty	Effective	Concentration	Attached to Major	Catalog Term
16	201880	Film and Video Production	Communication	201680

  

Prty	Effective	Campus	College	Level	Degree	Minor	Catalog Term
15	201780	AS	UG	Bachelor of Arts	Political Science		201680

**Actions**

- Add a Major
- Change Selected Major
- Change Selected Major to Inactive
- Change Catalog for Selected Major
- Add Concentration to Selected Major
- Change Selected Concentration
- Change Selected Concentration to Inactive
- Add a Minor
- Change Selected Minor
- Change Selected Minor to Inactive

[Return to Student Selection](#)

- Banner will be updated immediately with the new concentration

## INACTIVATE CONCENTRATION

- Enter student's Banner ID. Click **Select Student and Proceed** when correct student is displayed
- Select the program that contains the concentration to be inactivated
- Click the **Change Selected Concentration to Inactive** button in the Actions block

Prty	Effective	Campus	College	Level	Degree	Major	Catalog Term
15	201910	EN	UG	B S in Civil Engineering	Civil Engineering	201780	

  

Prty	Effective	Concentration	Attached to Major	Catalog Term
15	201910	Environmental Engineering	Civil Engineering	201780
15	201910	Geotechnical Engineering	Civil Engineering	201780

  

Prty	Effective	Campus	College	Level	Degree	Minor	Catalog Term
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- Select Effective Term from dropdown
- Review Actions Preview block

**Actions**

Change this Concentration to Inactive:  
Geotechnical Engineering

**Process**

**Cancel**

- If correct, click **Select Student and Proceed**. If not correct, click **Cancel** to return to student curriculum

Prty	Effective	Campus	College	Level	Degree	Major	Catalog Term
15	201910	EN	UG	B S in Civil Engineering	Civil Engineering	201780	

  

Prty	Effective	Concentration	Attached to Major	Catalog Term
15	201910	Environmental Engineering	Civil Engineering	201780

  

Prty	Effective	Campus	College	Level	Degree	Minor	Catalog Term
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### 3.5 UPDATE MINORS

Unlike majors and concentrations, minors at the University of Memphis are not attached to a program. This means that students do not have to be earning a degree from the College of Arts & Sciences to earn a minor in English. Although this has its advantages, it makes updating programs difficult at times in Banner. When adjusting a program for a student with a minor, please make note of the minor if the student wants to keep the same minor. See last item in this section for further explanation.

#### ADDING A MINOR

- Enter student's Banner ID. Click **Select Student and Proceed** when correct student is displayed
- Choose the Effective Term from dropdown

- Choose appropriate minor (up to two minors can be chosen in a single transaction)
- Review changes in the “Actions” box
- Click **Process** to make the change

**Majors**

Prt	Effective	Campus	College	Level	Degree	Major	Catalog Term
15	201910	EN	UG	B S in Civil Engineering	Civil Engineering	201780	

**Concentrations**

Prt	Effective	Concentration	Attached to Major	Catalog Term
15	201910	Environmental Engineering	Civil Engineering	201780

**Minors**

Prt	Effective	Campus	College	Level	Degree	Minor	Catalog Term
15	201910	EN	UG	B S in Civil Engineering	Public Relations	201780	
15	201910	EN	UG	B S in Civil Engineering	Project Management	201780	

**Actions**

- Add a Major
- Change Selected Major
- Change Catalog for Selected Major
- Add Concentration to Selected Major
- Change Selected Concentration
- Change Selected Concentration to Inactive
- Add a Minor
- Change Selected Minor
- Change Selected Minor to Inactive
- Return to Student Selection

## INACTIVATING MINOR

- Enter student’s Banner ID. Click **Select Student and Proceed** when correct student is displayed
- Select the minor that is to be inactivated

**Minors**

Prt	Effective	Campus	College	Level	Degree	Minor	Catalog Term
15	201910	EN	UG	B S in Civil Engineering	Public Relations	201780	
15	201910	EN	UG	B S in Civil Engineering	Project Management	201780	

**Actions**

- Add a Minor
- Change Selected Minor
- Change Selected Minor to Inactive
- Return to Student Selection

- Click **Change Selected Minor to Inactive**
- Review changes in the Actions preview box
- Click **Process** to make the change

**Minors**

Prt	Effective	Campus	College	Level	Degree	Minor	Catalog Term
15	201910	EN	UG	B S in Civil Engineering	Project Management	201780	

**Actions**

- Add a Minor
- Change Selected Minor
- Change Selected Minor to Inactive
- Return to Student Selection

## RE-ADDING A MINOR AFTER ANY PROGRAM CHANGES

When attempting to inactivate a major where a minor has been attached thru the Tool, the advisor must first inactivate the minor. The advisor must know whether the student wishes to keep the minor on the remaining (or new) program. If the student wishes to keep the minor, then the advisor must add the minor back after updating other parts of the program.

- A yellow message will appear alerting advisor to inactivate minor first if the minor is tied to the program being updated

Returning to Student Selection   Returning to Student Curriculum

### Changing this Major to Inactive

Catalog: Fall Term 2018  
Effective: Fall Term 2018  
Program: BU Bachelor of Business Admin  
College: Fogelman Col of Bus and Econ  
Level: Undergraduate  
Degree: Bachelor of Business Admin  
Major: Finance

### Provide Information for Status Change

Effective Term: 201910 - Spring Term 2019

Attached Concentration Banking and Financial Services will Also be Set to Inactive

Attached Minor French must be set to Inactive prior to Setting Major to Inactive

- Select the minor associated with the program that needs to be removed.
- Click **Change Selected Minor to Inactive**

Minors

Pty	Effective	Campus	College	Level	Degree	Minor	Catalog Term
15	201880	BU	UG	Bachelor of Business Admin	French	201880	

Add a Minor

Change Selected Minor

Change Selected Minor to Inactive

Returning to Student Selection

- Review changes in the Actions preview and click **Process**

### Changing this Minor to Inactive

Catalog: Fall Term 2018  
Effective: Fall Term 2018  
Program: BU Bachelor of Business Admin  
College: Fogelman Col of Bus and Econ  
Level: Undergraduate  
Degree: Bachelor of Business Admin  
Minor: French

### Provide Information for Status Change

Effective Term: 201910 - Spring Term 2019

### Actions

Change this Minor to Inactive:

Catalog: Fall Term 2018  
Effective: Spring Term 2019  
Program: BU Bachelor of Business Admin  
College: Fogelman Col of Bus and Econ  
Level: Undergraduate  
Degree: Bachelor of Business Admin  
Minor: French

Process

Cancel

- Note that the minor (attached to the BBA) has been removed. Advisor may now click on **Change Selected Major to Inactive**

Majors

Pty	Effective	Campus	College	Level	Degree	Major	Catalog Term
15	201910	BU	UG	Bachelor of Business Admin	Finance	201880	
16	201880	CF	UG	Bachelor of Arts	Public Relations	201880	

Concentrations

Pty	Effective	Concentration	Attached to Major	Catalog Term
15	201910	Banking and Financial Services	Finance	201910

Minors

Pty	Effective	Campus	College	Level	Degree	Minor	Catalog Term
-----	-----------	--------	---------	-------	--------	-------	--------------

Add a Major

Change Selected Major

Change Selected Major to Inactive

Change Catalog for Selected Major

Add Concentration to Selected Major

Change Selected Concentration

Change Selected Concentration to Inactive

Add a Minor

Returning to Student Selection

- Review actions and click **Process**

### Changing this Major to Inactive

Catalog: Fall Term 2018  
Effective: Spring Term 2019  
Program: BU Bachelor of Business Admin  
College: Fogelman Col of Bus and Econ  
Level: Undergraduate  
Degree: Bachelor of Business Admin  
Major: Finance

### Provide Information for Status Change

Effective Term: 201910 - Spring Term 2019

Attached Concentration Banking and Financial Services will Also be Set to Inactive

### Actions

Change this Major to Inactive:

Effective: 201910 - Spring Term 2019  
Program: BU Bachelor of Business Admin  
College: Fogelman Col of Bus and Econ  
Level: Undergraduate  
Degree: Bachelor of Business Admin  
Major: Finance

Process

Cancel

- Note that the BBA has now been removed
- If the student wishes to keep the minor that was removed, add it back by selecting **Add a Minor**

- Review changes in the Actions preview block
- Click **Process** to make the change

### 3.5 UPDATE CATALOG TERM

- Enter student's Banner ID. Click **Select Student and Proceed** when correct student is displayed
- Select the program where the concentration should be inactivated
- Click the **Change Catalog for Selected Major** in the Actions box
- Choose the next appropriate Effective Term
- Select the Catalog Term from the dropdown
- Review changes in the Actions preview block
- Click **Process** to make the change

**TIP: Rules regarding catalog eligibility have not changed. Please ensure your changes fall within the existing guidelines.**

## 4.0 TOOL EXCUSION PROCESSING - SOFTDOCS -ONLY POPULATIONS

### 4.1 STUDENT ATHLETES

- All Student Athletes must have their academic curriculum change request approved by an advisor in Center for Athletic Academic Services (CAAS). CAAS approval is required to ensure NCAA compliance with academic progress. Failure to do so could result in student becoming academically ineligible.
- If a student's primary advisor is in CAAS, the CAAS Softdocs form must be initiated by a CAAS advisor
- For students in a declared academic program moving to another academic program, the new departmental advisor will initiate the **Student Athletes (for Primary Advisors only)** Softdocs found in the Academic Curriculum Change portlet of the MyMemphis Advising page. This form will route to CAAS for approval.
- Approved Softdocs requests will route to Registrar for Banner entry

### 4.2 CURRENT UM GLOBAL STUDENTS

- Changes within UM Global program (UM Global to UM Global)

- Any student in a UofM Global program who desires to change anything in their academic curriculum but will remain in the UM Global program, must submit changes through Softdocs **UofM Global to UofM Global** form
- Once advisor submits the Softdocs n form, it will be routed to the Registrar's office where the change will be made in Banner
- Moving from UofM Global to On-Ground
  - If a student no longer wishes to be in the UM Global program, and desires to be in an on-ground program, the advisor of their newly chosen program must initiate the **UofM Global to On-Ground** Softdocs form
  - The form will route to Student Health Services to review outstanding immunizations
  - After Health Services completes the Softdocs, International Programs will receive the Softdocs form to review for any citizenship or visa concerns
  - Once reviewed, the approved form will route to the Registrar's Office for Banner entry

#### 4.3 CHANGES ONLY MADE BY REGISTRAR

There are some student situations that prohibit an advisor from using the tool to make academic curriculum changes. For these situations, the advisor should initiate the **All Other Exceptions Softdocs** which will route to the Registrar's Office for Banner entry.

- Student has applied for graduation (SHADEGR record exists)
- Student is not currently enrolled
- Request Changes to a Prior Effective Term
- 5<sup>th</sup> Year Students - 2MJR/Post Bacc
- Declaring Nursing as a major (College of Nursing only)

#### 5.0 TOOL EXCLUSIONS - POPULATIONS REQUIRED TO CHANGE THRU ADMISSIONS

##### 5.1 NON-DEGREE SEEKING STUDENTS

- Non-Degree Seeking students who want to become degree-seeking students must contact either [Undergraduate Admissions](#) or [Graduate Admissions](#) for instructions.

##### 5.2 GRADUATE AND LAW STUDENTS

- Visit the [Graduate School](#) or [Law School](#) for instructions for adjusting programs.

#### 6.0 SYSTEM MESSAGES

##### 6.1 EXCLUSION MESSAGES

For student populations excluded in Section 4.0, advisors will receive messages explaining that the student is not eligible to use the tool. Confirm that the correct Banner ID has been entered. Submit the appropriate Softdocs form.

Select Student ☒ By ID Number ☐ Using Name Search

Type Student ID Number:  and Press TAB

Student is not enrolled or eligible to enroll  
This student is a UofM Global student; changes cannot be processed through this tool.

## 6.2 MAXIMUM PROGRAM MESSAGES

Students are limited to the number of programs, majors, concentrations, and minors they can earn. When a student has approached these limits, advisor will receive a message.

Maximum number of **programs** – 3

Message: ***Student is enrolled in the maximum number of programs***

Majors							Student is enrolled in the maximum number of programs		Actions	
Prt	Effective	Campus	College	Level	Degree	Major	Catalog Term			
15	201910		AS	UG	Bachelor of Arts	Psychology	201910		Add a Major	
16	201910		EN	UG	B S in Electrical Engineering	Electrical Engineering	201910		Change Selected Major	
17	201910		WS	UG	Bachelor of Arts	Hospitality and Resort Mgmt	201910		Change Selected Major to Inactive	
									Change Catalog for Selected Major	
									Add Concentration to Selected Major	

Maximum number of **concentrations within a program** – 6

Message: ***Concentrations – at maximum for selected program***

Concentrations - at maximum for selected program					
Prt	Effective	Concentration	Attached to Major	Catalog Term	
15	201910	Japanese	World Languages	201910	
15	201910	Spanish	World Languages	201910	
15	201910	German	World Languages	201910	
15	201910	Italian	World Languages	201910	
15	201910	Chinese	World Languages	201910	
15	201910	French	World Languages	201910	

Maximum number of **minors** – 4

Message: ***Minors – at maximum for selected program***

Minors - at maximum for selected program							
Prt	Effective	Campus	College	Level	Degree	Minor	Catalog Term
15	201910		AS	UG	Bachelor of Arts	Public Relations	201910
15	201910		AS	UG	Bachelor of Arts	Project Management	201910
15	201910		AS	UG	Bachelor of Arts	Dance	201910
15	201910		AS	UG	Bachelor of Arts	Graphic Design	201910

**TIP: World Languages and Individual Studies will be most affected by this. Keep in mind that this is not a new rule, and it will be enforced programmatically.**