Academic Curriculum Change Request Instructions for Advisors

History: Many program changes can be made using the Academic Curriculum Change Tool. For changes not able to be made through the tool, advisors may use the Softdocs Academic Curriculum Change form. The Softdocs Academic Curriculum Change form is a combination of the four previously used DocuSign forms. The DocuSign forms were: 1) Academic Curriculum Change - Online Tool Exceptions, 2) Academic Curriculum Change - Student Applied to Graduate, 3) Academic Curriculum Change - UofM Global to On-Ground, and 4) Academic Curriculum Change - Student Athlete's Primary Advisor.

Process: Advisors have the role of requesting, through Softdocs, academic curriculum (program) changes for students. As needed, these forms are sent through Softdocs workflow to the student health center and athletics for their knowledge and approval. When the requests are ready to be processed, Softdocs sends an e-mail to Registrar's Office staff.

Access the Form

1. Log into the myMemphis portal.
2. Go to Advising tab.
3. Click on the link to the form in the Online Academic Curriculum Changes portlet.
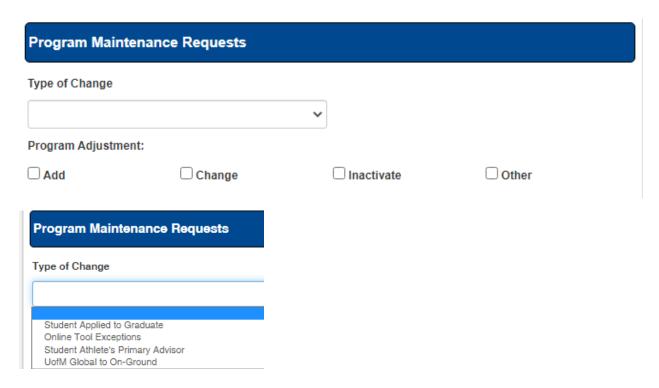
Fill out the Form

Student Information Section

1. Enter the student U number in the Student UID field. Tab (or click into another field) for Student Name and Email to autofill.
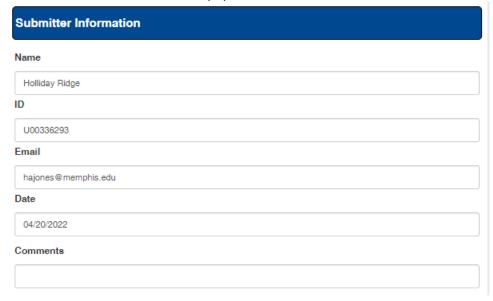

Program Maintenance Requests Section

2. Select the Type of Change from the dropdown box. Some types of changes require additional information. Answer questions as necessary.
3. Click the checkbox(es) to select what Program Adjustment(s) are necessary. Enter the required information for each adjustment.

Program Maintenance Requests

Type of Change

[▾]

Program Adjustment:

☐ Add   ☐ Change   ☐ Inactivate   ☐ Other

Program Maintenance Requests

Type of Change

[   ]

Student Applied to Graduate
Online Tool Exceptions
Student Athlete's Primary Advisor
UofM Global to On-Ground

Submitter Information Section

4. Your information will autopopulate in this section. Enter a comment if necessary.

Submitter Information

Name

Holliday Ridge

ID

U00336293

Email

hajones@memphis.edu

Date

04/20/2022

Comments

[   ]

Submit the Form

5. When you are finished with the form, click Submit at the bottom.

Routing

Depending on the Type of Change selected, the form will route to the necessary reviewers.

Notifications

You will receive a notification when action has been taken on the form: You will receive a notification when the form has been processed by the Registrar's Office; if the form is declined by the Registrar's Office (or another required approver for the particular type of change), you will receive a notification that the form was declined. You may use the link in the notification email to review what was submitted.

Note: If you would like to know who reviewed the form, click into the form using the link in the notification email. Then select History.