


Major & Minor Declarations (and Removals) Workflow Instructions for Faculty

**** To log into Softdocs/Etrieve, use your normal AC user name and password. If you receive a "Federation Consent" message when you log in, click "yes." ****

For Mentors:

- 1) An email will be sent to your AC email address when one of your mentees submits a Declaration form. To process the request, either click on the link included in the email or visit <https://etcentral.austincollege.edu/>, click on "Inbox" on the left-hand side of the screen, and select the request from the list in the center of the screen. Your mentee's request form will appear on the right-hand side of the screen (see sample below).



**AUSTIN
COLLEGE**

Major & Minor
Program & Declaration Changes

Name

Austin College ID Number

Student Name

Student AC ID

After beginning classes for the second term at Austin College, students can declare majors and minors (separately or in tandem) at any time after the first term is completed in consultation with their Faculty Mentors. All students must have at least 1 major/minor or major/major combination declared at the point in which 15 course credits are completed to ensure progress to graduation from Austin College.

Date

Year/Term of Entry to Austin College(i.e.
20/FA)*

* The term of entry determines the default catalog year for a student. Students can elect to follow a catalog year that begins any time after matriculation as deemed appropriate in consultation with a Faculty Mentor or Department Advisor.

Date

20/FA

Mark all of the options below that apply to this form. Then complete the "LIST" information as listed in the degree program as found in the [Austin College Bulletin](#) to ensure proper application of degree programs to the student record.

If it is an individually-designed program be sure to indicate that below with the title and attach the Individually-Designed Program of Study Prospectus Form with initial declaration.

Examples:
Currently Undeclared and now declaring a major: Check Declare Major and list the major.
Changing Majors: Check Remove Major and choose the major you wish to change. Then check Declare Major and list the major.
See the Registrar's Office web site for assistance.

Students must declare a major (other than Undeclared) before a minor can be declared.

Changes in catalog year for existing programs must also be filed for proper graduation auditing.

Students must declare a major (other than Undeclared) before a minor can be declared.

Changes in catalog year for existing programs must also be filed for proper graduation auditing.

Action Type

☐ Declare Major
 ☐ Remove Major
 ☒ Declare Minor
 ☒ Remove Minor

Minor Declaration

First Minor **Dept Chair Decision**

Dept Chair Decision Notes

Second Minor **Dept Chair Decision**

Minor Removal

Check the box for minors to remove

☒ **Exercise & Sport Studies**

Mentor Notes


✓ Approve
↗ Refer
↶ Return
📅 History
📎 Attachments
🔒 Locked
⬇ Download
🖨 Print

- 2) After reviewing the request, you will have the following options:
 - a. Mentor Notes – Use this section to add notes for the student or the Registrar’s Office for processing. Note: Students can see the notes entered if they go back to view the activity on the declaration form.
 - b. Approve — Click here to approve the request. Once approved, the request will be sent to the Registrar’s Office.
 - c. Return — Click here to deny the request by returning it to the student so that they may resubmit the declaration appropriately.
 - d. History — Click here to view the history/status of the request.
 - e. Attachments — Click here to view or add attachments. If the student submits any attachments, a number will appear here indicating the number of files attached. To view an attachment, click the vertical dots to the right of the file name, and then click “View.” To attach a file, click “Upload File(s)” and select the document you’d like to attach.
- 3) Please select Approve or Decline to complete your portion of the workflow.

If you encounter any problems or have any questions, please contact the Registrar’s Office at registrar@austincollege.edu or x2371.

For Dept. Chairs & Program Directors

- 1) An email will be sent to your AC email address when a student submits a Declaration form for a major or minor in your discipline. To process the request, either click on the link included in the email or visit <https://etcentral.austincollege.edu/>, click on "Inbox" on the left-hand side of the screen, and select the request from the list in the center of the screen. Your mentee's request form will appear on the right-hand side of the screen (see sample below).



AUSTIN COLLEGE

Major & Minor Program & Declaration Changes

Name

Austin College ID Number

Student Name

Student AC ID Number

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Date

Year/Term of Entry to Austin College(i.e.
20/FA)*

* The term of entry determines the default catalog year for a student. Students can elect to follow a catalog year that begins any time after matriculation as deemed appropriate in consultation with a Faculty Mentor or Department Advisor.

20/FA

Mark all of the options below that apply to this form. Then complete the "LIST" information as listed in the degree program as found in the [Austin College Bulletin](#) to ensure proper application of degree programs to the student record.

If it is an individually-designed program be sure to indicate that below with the title and attach the Individually-Designed Program of Study Prospectus Form with initial declaration.

Examples:
Currently Undeclared and now declaring a major: Check Declare Major and list the major.
Changing Majors: Check Remove Major and choose the major you wish to change. Then check Declare Major and list the major.
See the Registrar's Office web site for assistance.

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Changes in catalog year for existing programs must also be filed for proper graduation auditing.

Action Type

☐ Declare Major
 ☐ Remove Major
 ☒ Declare Minor
 ☒ Remove Minor

Minor Declaration

First Minor **Dept Chair Decision**

Computer Science

Dept Chair Decision Notes

Second Minor **Dept Chair Decision**

Religious Studies

Minor Removal

Check the box for minors to remove

☒ **Exercise & Sport Studies**

Mentor Notes

action



- 2) After reviewing the request, you will have the following options:
 - a. Department Chair Decision Notes – Use this section to add notes for the student or the Registrar’s Office for processing. Note: Students can see the notes entered if they go back to view the activity on the declaration form.
 - b. Approve — Click here to approve the request. Once approved, the request will be sent to the Registrar’s Office.
 - c. Refer – Click here to refer the declaration to a colleague if there are questions or if the program has an additional advisor or co-director you would like to consult before approving the declaration.
 - d. Return — Click here to deny the request by returning it to the student so that they may resubmit the declaration appropriately.
 - e. History — Click here to view the history/status of the request.
 - f. Attachments — Click here to view or add attachments. If the student submits any attachments, a number will appear here indicating the number of files attached. To view an attachment, click the vertical dots to the right of the file name, and then click “View.” To attach a file, click “Upload File(s)” and select the document you’d like to attach.
- 3) Please select Approve or Decline to complete your portion of the workflow.

If you encounter any problems or have any questions, please contact the Registrar's Office at registrar@austincollege.edu or x2371.

Special note:

Once you have completed your step in the workflow process, you can check on the progress of the declaration form through the Workflow by selecting the form in your Activity folder and opening "History." It will show who has engaged with the form already. Students also have the ability to see the form History and track the declaration progress by this method.