



## Changing Majors: Advisor Quick Guide

Academic advisors can initiate, approve, or look up a student's Change Major Request (CMR). Faculty are encouraged to help students with this process.

It is important that the destination advisor is aware and agrees to the major change prior to processing the request as we have some majors that require additional steps prior to program admission.

### Advisor Initiated Change Major Request

1. A student expresses the desire to change their degree, major, minor, or concentration.
2. Advisor logs into **BengalWeb** and clicks on **Academics** (left navigation).
3. Go to the **Change Major Request** block and click **Start, Approve, or Lookup CMR**.
4. On the **Change Major Request** page, enter the student's Bengal ID.
5. Click **Load Student Data or CMR**.
6. Scroll down to bottom and click **Add new CMR** to clear the student's major information.
7. Scroll back up to enter the desired changes in the spaces provided (Primary Degree, Secondary Degree, etc). Include the student's **Catalog Year** and the **Effective Term** in the fields provided.
8. Under **Faculty/Department Advisor Assignment Request**, you may enter the name of the assigned faculty advisor if known.
9. Click the radio button identifying that the request is either a change or addition to the student's curriculum.
10. Scroll to the bottom and click **Submit CMR**, signifying you approved the request.
11. The student will immediately receive an email requesting approval of the CMR. Request that the student approves this change.
12. The student will be assigned a new academic advisor once processed.
13. The student and academic advisor will be notified once the CMR has been processed and the new advisor is assigned by the Registrar's Office.\*

*\*Note: The Veterans, Athletics, and International Programs offices will be notified when any student under their jurisdiction submits a CMR or has a CMR that has been approved.*



### Approving a Change Major Request

1. A student initiates a Change Major Request (CMR).
2. The academic advisor receives an email that the student has submitted a CMR.\*
3. The academic advisor schedules an appointment to discuss the desired change.
  - a. And/Or connects student with destination advisor to schedule an appointment to review/approve the requested changes.
4. During the advising session log into **BengalWeb** and go to the **Academics** page.
5. In the **Change Major Request** block, click **Start, Approve, or Lookup CMR**.
6. Enter the CMR # from the email, then click **Load Student Data or CMR**.
7. The CMR will be displayed under **Change Major Request**.
8. Discuss the student's desired change(s).
9. Enter the change(s) in the **Primary Degree, Secondary Degree**, etc. sections. Include the catalog year and effective term for each change. Explain they will get a new assigned academic advisor once the major change takes effect.
10. Scroll to **Faculty/Department Advisor Assignment Request**, if known, enter the name of the assigned faculty advisor. You may also add any department or auxiliary advisors.
11. Click the appropriate button, either **Change Current Curriculum** or **Add Additional Curriculum**.
12. Click **Submit CMR**, which signifies your approval.
13. The student and academic advisor will be notified once the CMR has been processed.\*

*\*Note: The Veterans, Athletics, and International Programs offices will be notified when any student under their jurisdiction submits a CMR or has a CMR approved and processed.*

### Looking Up a Student's Previous CMR

1. Log into BengalWeb and go to the **Academics** page.
2. In the **Change Major Request** block, click **Start, Approve, or Lookup CMR**.
3. Enter the Bengal ID and click **Load Student Data or CMR**.
4. Select the desired CMR # from the drop down list in the **Change Major Request** section.
5. The CMR information will load.