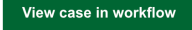


The purpose of this guide is to provide instructions for reviewing a Change of Program form utilizing Ellucian Workflow.

1. A notification will be sent to your Mason email address. Click on  button then login using your Mason credentials.

NOTE: The emails will be sent from GMU Workflow Do Not Reply <wfnorply@gmu.edu>.

Dear Advisor,

(G0) has submitted a Change of Program request for your review. Click on the link below to approve/deny the form.

- **Case number:** 251208
- **Student:** (G0)
- **Request:** Change Program

Regards,
Office of University Registrar

2. Click on 

Note: After clicking the link, if the page says "Not Authorized", "Not Available" or "Task Completed" it means you or someone else on your team has completed the approval process. No further action on your part is required.

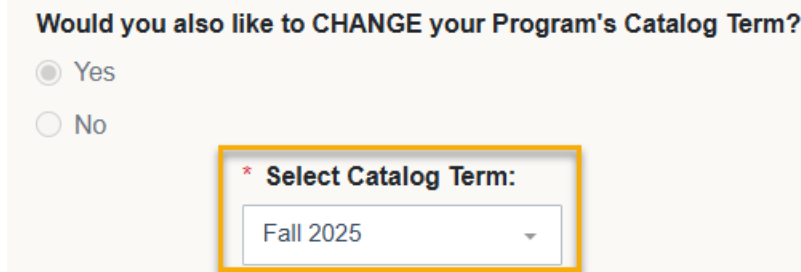
3. **Primary and Secondary Degrees**

The default may be displaying the student's Primary Degree. If you do not see your program displayed, check whether the request is on the student's Second Degree by clicking "Secondary".



4. **Review the request.**

If the student selects a Catalog Term as part of their request, the Program Advisor can change the selection if they deem it's incorrect or different than what was discussed.



For Minor Advisors, this option will only be available if the student selects to only Change their existing Minor Catalog Term. When adding a new Minor and the Catalog Term selected is incorrect, you can reject the request and include in your notes that the student should resubmit with the correct Catalog Term on a new Change of Program form.

5. **Enter a Decision**

Comments are optional when you **Approve** the case.

If you **Reject** the request, the **Comments** will be required.

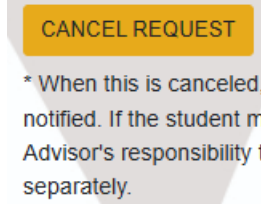
Note: Requests approved after the Add Deadline will be processed in the next term. Exceptions to this are students who have applied to graduate and for changes to concentration or minor.

**If the student has a circumstance that requires the catalog year and/or program change to be effective in the current term, Advisors can indicate this by checking the following checkbox and providing the reason on the Comment box is required.

The student has Veterans benefits or will be applying to graduate, which requires this to be applied in the current term.

Note: Entered text in the Comment box will be included in the final notification to the student and PDF in Xtender.

If the form is no longer needed, for example the student changes their mind, Advisors have the option to Cancel the form. Note the information provided for next steps.



6. Click **SUBMIT**

7. A page confirming successful submission will appear. A notification will be sent to the next approver, if applicable, in the workflow for review.
8. Once all approvers have provided a decision, the record will be updated in Banner (if it was approved) and the student will receive an email. The final email will state the decision(s) made on their request and all comments provided.

9. **Special Populations**

- **UNDE/EXPL:** For UG students who have an UN or TU hold and they are approved to declare a new major, their UN/TU hold will be ended.
- **Transfer Students** in the following scenarios who are approved to make a change will include credeval@gmu.edu in their final email so Transfer Admissions can make an adjustment to the student's transferred equivalent Mason courses.
 - **BAS** to/from **BIS**
 - **BAS** or **BIS** to/from Any B% Degree
 - EC UNDE to **ME** or **CEIE**
 - **ME** to/from **CEIE**

For assistance or issues with Ellucian Workflow forms, please contact regwf@gmu.edu.