Apply for Major/Minor Change – ITR (Intra-Transfer) Request

Apply for Major/Minor Change (Student Experience)

Navigation:

SelfService > Student Center

The "Apply for Major/Minor Change" option will be available from the "other academic…" dropdown menu, located under the Academics section of the Student Center tab.

NOTE: This option will only be available to the student from within the Student Center. Departments will not be able to access this page.

Once the student selects the "Apply for Major/Minor Change" option from the dropdown menu, they will click on the double arrow ⊛ to go to the Apply for Major/Minor Change page.

Apply for Major/Minor Change

Apply for Major/Minor Change

Johnny Utah   730135458

Major: Biology (BS)   Minor: Chemistry Minor
Biology (Joint NUS)

Intra-Transfer to some UNC schools or programs requires a separate application. The selection list below only includes those majors/minors that require a separate application. If you would like to change your major/minor and that option is not available below, please contact your advisor. Terms will only display for majorsminors with applications currently open. Please check the Dept. URL for additional information.

Major/Minor [▼] [Dept. URL]   **Term** [▼]

I understand that the major/minor I have selected requires an intra-transfer application. By checking the box and submitting my request, I am indicating my intent to apply for transfer to this department and I give UNC-Chapel Hill permission to send my student data to the external application vendor for the purposes of application and evaluation for this program.

☐ **I Agree**   [Submit Request]

[Return to Student Center]

At the top of the page, just below the "Apply for Change of Major/Minor Change" title, the student's name (left) and PID (right) will be displayed.

The student's current Major and Minor will be displayed just below the name and the PID.

Below the current Major and Minor, informational text relating to the Intra-Transfer process will be displayed.

The student will then select the major/minor they wish to apply for from the "Major/Minor" dropdown menu. They can click the "Dept. URL" button to display a link to department website.

Once the student has made their selection from the "Major/Minor" dropdown menu, they will need to select a term from the "Term" dropdown menu.

NOTE: The "Term" dropdown menu will only display those terms which are currently open and available at the time of the request.

When the student is ready to submit their request, they will need to click the "I Agree" checkbox in order for the "Submit Request" button to become available.

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Major/Minor | Biomedical & Health Sci Engineering-Joint NCSU ▼ | Dept. URL | **Term** | 2017 Spring ▼

Information for Biomedical & Health Sci Engineering-Joint NCSU

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☑ I Agree   Submit Request

*Please note that requests are not received in the application system until the next business day after submission, so please pay close attention to application deadlines to ensure that you can complete the application on time.

Return to Student Center

Once the request is submitted, a "Request status" section will appear at the bottom of the page.

Request status

	Major/Minor	Term	Status	User	Last Update Date/Time	
1	Biomedical & Health Sci Engineering-Joint NCSU	2017 Spring	Submitted	Student	11/15/16 10:33:27AM	Cancel

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Return to Student Center

At this point, the student can still cancel the request. A request can only be cancelled at a status of "Submitted", and can only be cancelled by the student.

If a student submits an additional request for the same major/minor but a different term, then a new row will be created in the audit table. This will not impact the original request in any way. This also applies to a request for a different major/minor, for the same term. The student will be able to submit as many requests as they want and for as many terms as are available.

If a student submits a request for the same major/minor and the same term, then they will receive a message stating that "You have selected a major/minor and term that has already been requested. Please submit a Help Ticket or call 962-HELP for assistance." (please see screenshot below).

Message

You have selected a major/minor and term that has already been requested.

Please submit a Help Ticket or call 962-HELP for assistance.

OK

When a Help Ticket is submitted, ITS will remove the cancelled row to allow the student to submit a new request. The audit of the cancellation will still be available in the table but no longer visible on the page.