

ACADEMIC COORDINATOR FOR STUDENT-ATHLETES - Change of Major/Minor/Concentration Request Form Instructions

Academic Coordinator for Student-Athletes:

1. To Approve or Deny a student's change of major/minor/concentration request click the link in the email that will come from notify@ngwebsolutions.com and will be titled "[External] ACTION REQUIRED: Change of Major/Minor/Concentration Request Form for Student Name".

From: notify@ngwebsolutions.com <notify@ngwebsolutions.com>

Sent: Monday, April 12, 2021 9:32 PM

To: Your Email

Subject: [External] ACTION REQUIRED: Change of Major/Minor/Concentration Request Form for Student Name



Dear Academic Coordinator of Student-Athletes,

Student Name (Banner ID) has submitted a request for a Change of Major/Minor/Concentration requiring your review.

[Click here to complete your section of the form.](#)



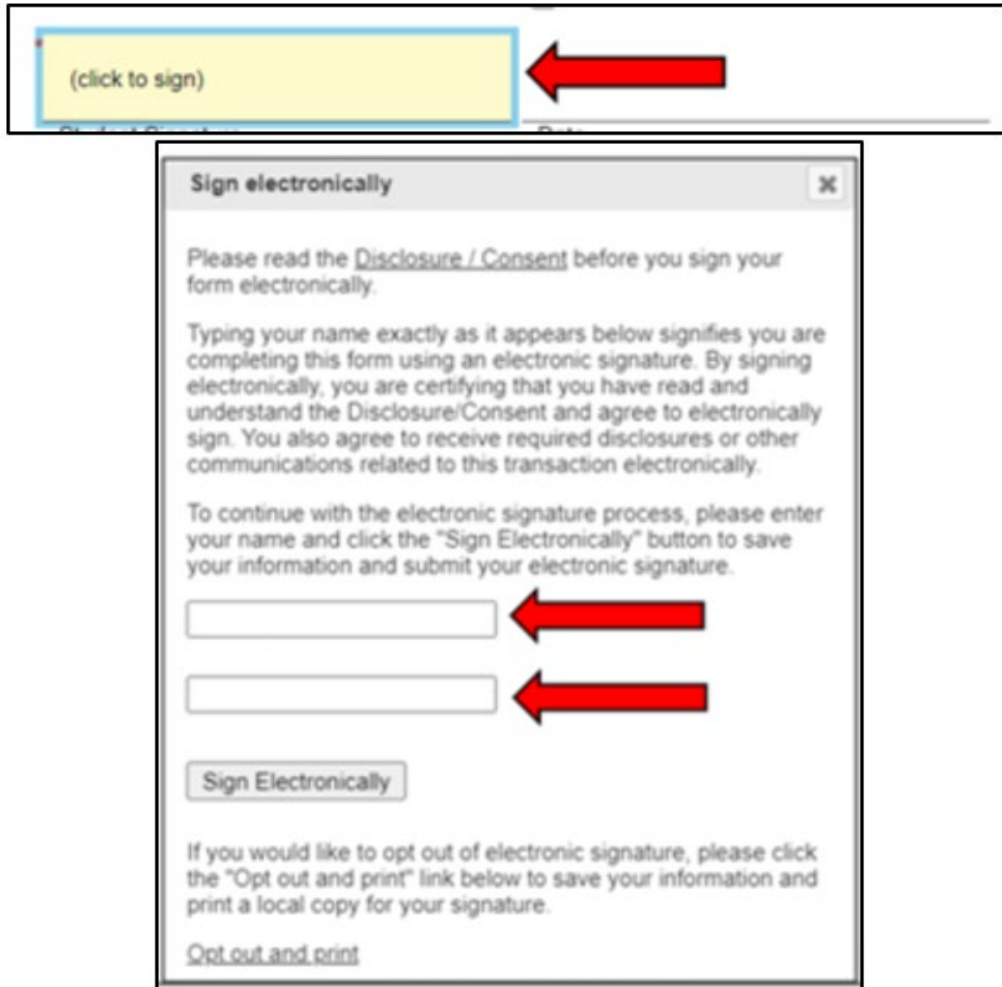
Thank you,
The Office of the Registrar

2. Use the drop-down menu next to Academic Coordinator for all Student-Athletes Decision to Select APPROVED or DENIED.

Academic Coordinator for all Student-Athletes Decision: *		
(click to sign)		
Academic Coordinator for all Student-Athletes		Date
Signature		

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3. Then click the yellow “(click to sign)” box and enter your name exactly as it appears in the Sign Electronically box.



The screenshot shows a yellow button labeled “(click to sign)” with a red arrow pointing to it. Below it is a “Sign electronically” dialog box. The dialog box contains the following text:

Please read the [Disclosure / Consent](#) before you sign your form electronically.

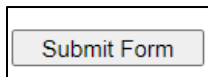
Typing your name exactly as it appears below signifies you are completing this form using an electronic signature. By signing electronically, you are certifying that you have read and understand the Disclosure/Consent and agree to electronically sign. You also agree to receive required disclosures or other communications related to this transaction electronically.

To continue with the electronic signature process, please enter your name and click the “Sign Electronically” button to save your information and submit your electronic signature.

Below the text are two input fields for a name, each with a red arrow pointing to it. Below the input fields is a button labeled “Sign Electronically”.

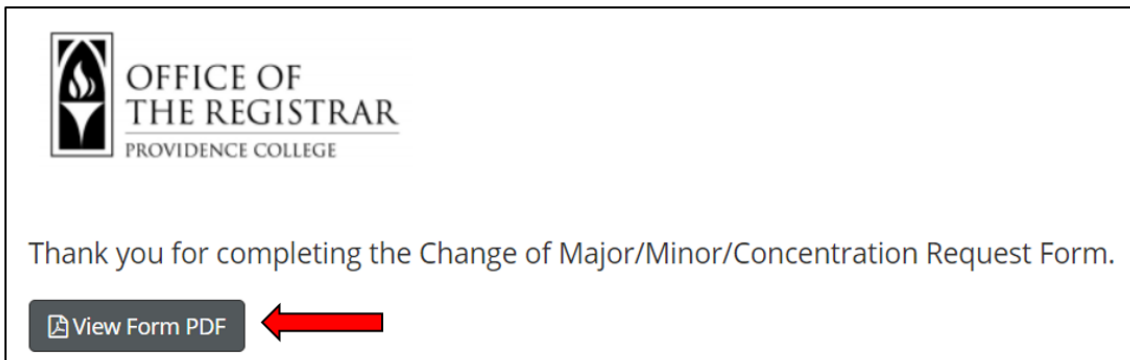
At the bottom of the dialog box, it says: “If you would like to opt out of electronic signature, please click the “Opt out and print” link below to save your information and print a local copy for your signature.” Below this text is a link labeled “Opt out and print”.

4. Click “Submit Form” to submit the form.



A button labeled “Submit Form”.

5. You can then click “View Form PDF” to save a PDF for your records or save the email for your records.



The screenshot shows the Office of the Registrar logo and the text “OFFICE OF THE REGISTRAR PROVIDENCE COLLEGE”. Below this is the text “Thank you for completing the Change of Major/Minor/Concentration Request Form.”. At the bottom is a button labeled “View Form PDF” with a red arrow pointing to it.