

## ADMINISTRATIVE ASSISTANT - Change of Major/Minor/Concentration Request Form Instructions

### Administrative Assistant:

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

**From:** [notify@ngwebsolutions.com](mailto:notify@ngwebsolutions.com) <[notify@ngwebsolutions.com](mailto: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



OFFICE OF  
THE REGISTRAR  
PROVIDENCE COLLEGE

Dear Administrative Assistant,

The department chairperson/program director has requested that you assign an advisor in the major for Student Name (Banner ID)

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



Thank you,  
The Office of the Registrar

*This is an auto-generated email and is not monitored. Please do not respond directly to this email.*

2. Your Department Chair/Program Directors name will be listed at the top of the form, this will identify the number in which you need to sign. Below is an example of #4, scroll down in the form to find #4 and add the Advisor name for the student.

Admin Assistant Last Name 4:

First Name

Admin Assistant Last Name 4:

Last Name

Admin Assistant Email 4:

Admin Assistant Email

Admin Assistant 4:

Please indicate the student's Advisor in the comment box \*

\*

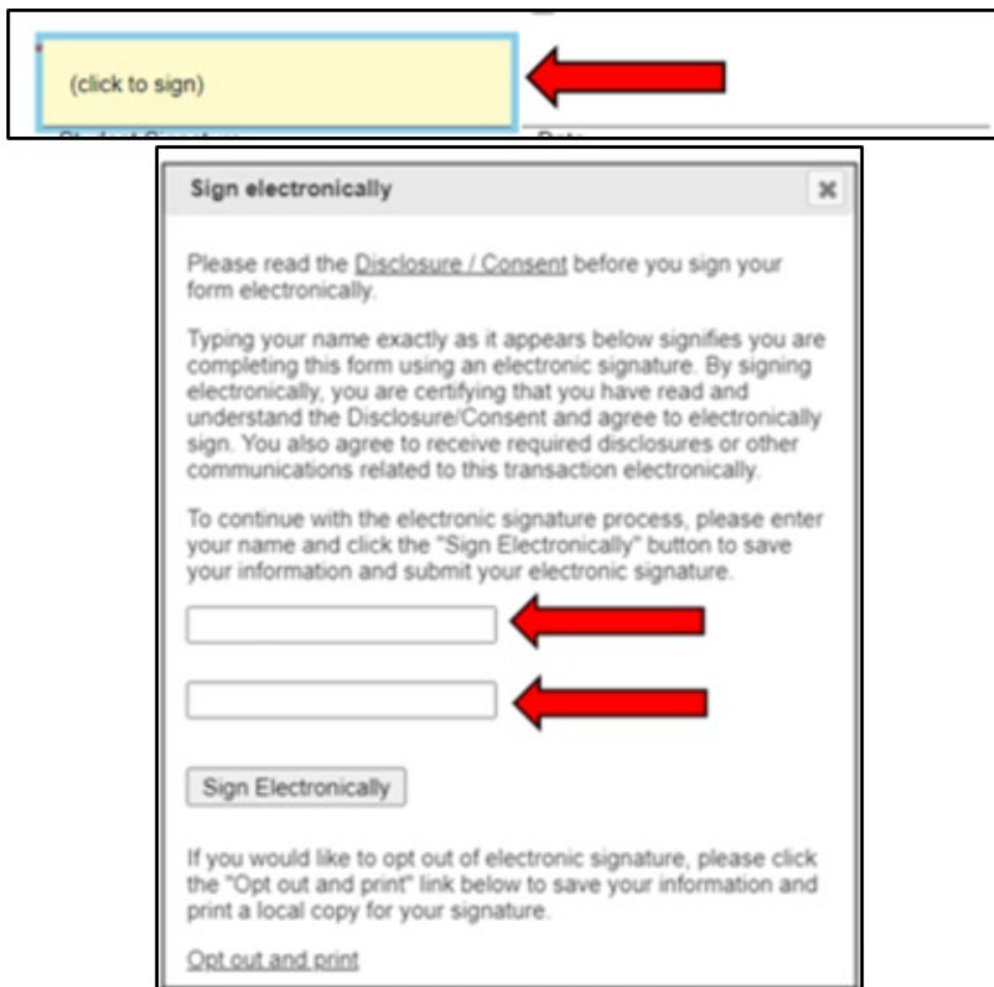
(click to sign)

Admin Assistant Signature

Date

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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 image shows a yellow button labeled “(click to sign)” with a red arrow pointing to it. Below this 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.

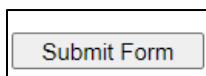
To continue with the electronic signature process, please enter your name and click the “Sign Electronically” button to save your information and submit your electronic signature.

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

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.

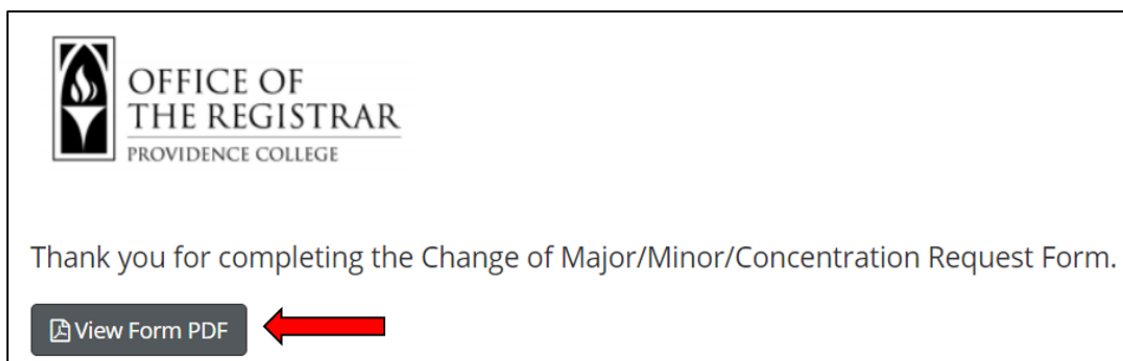
At the bottom of the dialog box is a link labeled [Opt out and print](#).

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 image shows the final confirmation page from the Office of the Registrar, Providence College. It features the college's logo and the text:

Thank you for completing the Change of Major/Minor/Concentration Request Form.

Below the text is a button labeled “View Form PDF” with a red arrow pointing to it.