

DEPARTMENT CHAIR/PROGRAM DIRECTOR - Change of Major/Minor/Concentration Request Form Instructions

1. To Approve, Deny, or Acknowledge a student's change of major/minor/concentration request, click the link in the email that will come from notify@ngwebsolutions.com with the subject of "[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 1:14 PM
To:
Subject: [External] ACTION REQUIRED: Change of Major/Minor/Concentration Request Form for Student Name



Dear Department Chairperson/Program Director,

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

[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. Find the Department Chair section that has your name. Using the drop-down menu next to Department Chair # Decision" box select "APPROVE" OR "DENY" for any new additions of a major/minor/concentration. Select "ACKNOWLEDGE" for any retaining or deleting or a major/minor/concentration. For any new major please enter the Advisors name (if approved).

Department Chair 3 Decision: *  -- Please Select --

ADVISOR ASSIGNMENT (New Majors only)

Route to Admin Assistant for Advisor: **OR** Enter the Advisor's name:

Admin Assistant First Name 2: First Name

Admin Assistant Last Name 2: Last Name

Admin Assistant Email 2: Admin Assistant Email

* (click to sign)

Signature _____ Date _____

- a. Or click "Route to Admin Assistant for Advisor" to route to Admin Assistant to enter the Advisor.

Department Chair 3 Decision: *  APPROVE

ADVISOR ASSIGNMENT (New Majors only)

Route to Admin Assistant for Advisor: **OR** Enter the Advisor's name:

Admin Assistant First Name 3: First Name

Admin Assistant Last Name 3: Last Name

Admin Assistant Email 3: Admin Assistant Email

* (click to sign)

Signature _____ Date _____

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- 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 sequence of three screenshots illustrating the electronic signing process. The top screenshot shows a yellow box with the text "(click to sign)" and a red arrow pointing to it. The middle screenshot is a dialog box titled "Sign electronically" with 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 this text are two input fields, with red arrows pointing to each. A "Sign Electronically" button is located below the input fields. At the bottom of the dialog box, there is a link that says "Opt out and print". The bottom screenshot shows a signature and date field with a red arrow pointing to it and a text box to the right that says "Signature and Date will appear here."

- Click “Submit Form” to submit the form.

Submit Form

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

The image shows a confirmation page from the Office of the Registrar at Providence College. The page features the college's logo on the left and the text "OFFICE OF THE REGISTRAR PROVIDENCE COLLEGE" on the right. Below this, it says "Thank you for completing the Change of Major/Minor/Concentration Request Form." At the bottom left, there is a button labeled "View Form PDF" with a red arrow pointing to it.