

At the Director's meeting with the Provost on November 7, 2014, the Directors proposed that none of the centers would have secondary majors. The proposal was approved by the Provost effective immediately. Moving forward, students will be redirected and assigned to the primary assigned cluster for that major, in order to provide students with a more thorough and efficient advising experience.

Protocol to be followed by all of advising:

- The student's currently assigned advisor will update the student's record to reflect the new major. If the student is considering a major that has a "Pre" then their major should reflect that "Pre-major". The student will then be given the contact information for their new Center location.
- SGAADVR will be updated with the generic advising center information until the student is assigned an advisor for the secondary major. The original center will send an email to notify the new center. A weekly report will also be run on a weekly basis and sent to the Executive Director, Directors, Associate and Assistant Director(s).
- If a student comes into a Center requesting to change their major and their information is not updated in SGASTDN or SGAADVR, the front desk staff will have the student complete a change of major form. If the student can be seen at that time by an advisor they will however, if that is not possible the front desk will inform the student that they will be contacted within 72 hours. If the change of major is approved and processed the student will be informed by their new assigned advisor and their SGASTDN and SGAADVR records updated. If the change of major is not approved a note will be added in GLOBAL indicating why they weren't approved, an email will be sent to the student and they will be referred to STPL to discuss an appropriate major. Their SGASTDN record will be updated to UND and SGAADVR will be updated to reflect general STPL center.
- If the student has already established an advising relationship and would prefer to stay with their current advisor, assuming the advisors feels comfortable with the new major, they will be able to continue with the same advisor.
- Each assigned advisor is responsible for completing degree audit for their assigned student major and minor(s) if applicable.
- The Primary advisor will still be responsible for advising the student on their minor(s) if applicable.
- If the student is a double major, they will receive co-advising. For example: A student who is a Marketing major and Public Administration major will receive advising from both Business Studies and Downtown Advising. This student will have two assigned advisors in SGAADVR. The primary advisor would be the one with the more prescriptive major. In the example above this would be the Business Studies advisor.