

Memo

To: UTSA Academic Advising Community

From: Change of Curriculum Committee & Standard Operating Procedures Committee

Date: April 3, 2020

Subject: Change of Curriculum process while telecommuting

Approved by: Angelica M. Barrera
Angelica M. Barrera, Associate Vice Provost for Student Success *Date*

Starting April 7, 2020, UTSA Academic Advising will follow the guidelines outlined below for the Change of Curriculum process while the department is telecommuting.

New Students Process

1. For new students **with** an active orientation hold (has not been end dated) requesting to change their major need to be referred to the Office of Orientation & Family Programs at orientation@utsa.edu.
2. For new students **without** an active orientation hold (has been end dated) requesting to change their major need to follow the procedures below.

The outgoing process to be followed by the current Academic Advising Unit:

1. If a student informs their current Academic Advising Unit of a request to change their major, the staff member needs to send an e-mail to the Academic Advising Unit's e-mail account (www.utsa.edu/advising/advisor) where the student's intended major is housed **except for the following majors: Construction Science Management, Architecture, and Interior Design which the student will be referred to the department.** The e-mail must include:
 - **Subject Line:** Change of Major
 - **Message:** Please contact the student below about changing their major.
 - i. Student First & Last Name:
 - ii. Phone Number:
 - iii. Student ID:
 - iv. Admit Term:
 - v. Original Major:
 - vi. Intended Major:
2. If a student request to change their major during their advising appointment, the Academic Advisor needs to send an e-mail to the Academic Advising Unit's e-mail account (www.utsa.edu/advising/advisor) where the student's intended major is housed **except for the following majors: Construction Science Management, Architecture, and Interior Design which the student will be referred to the department.** The e-mail must include:
 - **Subject Line:** Change of Major
 - **Message:** Please contact the student below about changing their major.
 - i. Student First & Last Name:
 - ii. Phone Number:
 - iii. Student ID:
 - iv. Admit Term:
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Memo

Subject continued (page 2): Change of Curriculum process while telecommuting

3. If a student requests to change their major to Construction Science Management, Architecture, or Interior Design, the staff member in the Academic Advising Unit needs to provide the student with the department's contact information listed below. The department will change the student's major if they qualify for consideration.
 - **Architecture**– needs to contact Roxanne Cuevas at (210) 458-3011 or Roxanne.Cuevas@utsa.edu
 - **Construction Science Management**– needs to contact John McGee at (210) 458-3117 or john.mcgee@utsa.edu
 - **Interior Design**– needs to contact Roxanne Cuevas at (210) 458-3011 or Roxanne.Cuevas@utsa.edu

4. If a student requests to change their major to a degree housed in Online Programs (Cyber Security or Multidisciplinary Studies), the staff member in the Academic Advising Unit needs to send an e-mail to onlineprograms@utsa.edu and cc Lauren Smith (lauren.smith@utsa.edu). The e-mail must include:
 - **Subject Line:** Change of Major
 - **Message:** Please contact the student below about changing their major.
 - i. Student First & Last Name:
 - ii. Phone Number:
 - iii. Student ID:
 - iv. Admit Term:
 - v. Original Major:
 - vi. Intended Major:

Upon notification (via student or outgoing unit) of a change of major request the new/intended Academic Advising Unit should address the following:

1. The Academic Advising Unit will schedule an appointment for the student.
2. An Academic Advisor will meet with the student to discuss degree information, the change of major process, and guide the student through completing the Undergraduate Change of Curriculum Request Form.
 - If applicable, the Academic Advisor needs to assist the student with completing the Petition for Change of Major after 75 Semester Credit Hours and review related policies.
3. The Academic Advising Unit is responsible for processing the Undergraduate Change of Curriculum Request Form for the student and ensuring it is uploaded to the student's record in Inspire after it is processed.

Additional Notes

- The attached Undergraduate Change of Curriculum Request Form was updated on April 3, 2020 with the following information:
 - Veteran's Certification approval was removed.
 - Change of Campus Signature Needed was added.
- Majors for students assigned to the Resilience and Retention Program will be updated by the Senior Academic Program Advisors. Academic Advising Units should not change any student's major who is assigned to this program nor change their assigned Academic Advisor(s).
- Students who request to declare a double major or secondary degree needs to be referred to the Academic Advising Unit that houses the intended major or degree.
- Unit staff members should adhere to current internal policies relating to same unit change of major. For examples: Management to Marketing or Biology to Nutrition.