

Change of Major/Minor Slate Processing for Department Chair

If there is a Change of Major/Minor that needs action notifications are available as follow:

- Each day, via email at about 7:30am and 3:00pm, from workflow@ithaca.edu (please do not respond to this email as it is for processing and not monitored) an email will let you know you have item in your Queue with a hyperlink to access your Queue :

There is a new Change of Major/Concentration request from _____ waiting for your [review](#).

They are requesting to add Exercise Sci/Pre-Athletic Trng to their majors.

If you have any questions, please contact the [registrars](#) office.

Thank you,

Office of the Registrar

- At any time, you can find a list of items Awaiting your review at <https://student.ithaca.edu/portal/workflow>

Note: Clicking Access Your Queue takes you to Slate Student

IC Workflow is in Transition

To access the legacy workflow landing page and the list of legacy workflows that may be assigned to you, please click [here](#).

Available Forms

Search:

[Academic Alert](#)

[Apex Forms](#)

[Budget Request Form](#)

[Change of Major/Minor](#)

Awaiting your Review

[Access Your Queue](#)

Process	Submitter
Change of Minor	Vikki Levine
Change of Major/Concentration	Vikki Levine

Please only work on items that are assigned in your Queue, if you navigate to the Bin you will see every request submitted for every department.

Opening the form:

- As shown in the email above, click **review** and you will be navigated to the form in Slate in your queue:

Or

- Click on the document icon to the right:

ID	Name	School	Exp. Grad Date	Process	
900048450 Alison Shields	Levine, Vikki	BU	2029-12-31	Change of Major/Concentration	

Reviewing a form:

On the left-hand navigation, you can choose **form** and use the arrow keys on keyboard to move across multiple pages to review information the student provided on the change of major/minor request form.

Click on **Supporting information** to review information the student uploaded (an upload of an unofficial transcript or DegreeWorks is required to be provided by the student).

(Use the arrow keys to move across multiple pages.)

After reviewing the request, click on Review Form/Send to bin in lower right-hand corner:

Review Form / Send to Bin

10:06 AM

107624350 Levine, Vikki

2 / 2, form

Levine, Vikki

Supporting Info

Change of Major/Concentration

Form Title: Change of Major/Concentration

Form Submitted: 03/18/2025

Student Information

Name: Vikki Levine

IC ID:

Email Address:

Phone Number:

Academic Information

Academic Level: Undergraduate

Expected Grad Date: 2025-12-31

Current Curriculum Information

Primary Major: Finance

Secondary Major: Art, BA

First Minor: Theatrical Production Arts

Second Minor: Art

Change of Major Information

Select an action to Add: Add

Change or Drop a Major: Add

Add a Major: Marketing

Supporting Information

Upload Supporting Documents: Degree Works - Degree Audit

Upload a current PDF degree audit from Degree Works: Uploaded 03/18/2025

Remove from Queue Annotations Review Form / Send to Bin

You have 3 options: Approve, Deny or On Hold. See below for instructions on each option:

CoMm - Chair Review

Select a new advisor.

Kline, Dawn E

Assign an advisor

Decision:

Approved

Approve, Hold, Deny**

Internal Comments

Comments only other approvers will see

Comments for Students

Comments below will be emailed and viewable to the student.

Welcome to the major, please email so we can set up and advising appointment

Comments will be emailed to student when form is complete

Suggested Next Bin:

Dean

Suggested Next Reader:

Dawn Kline

Send to Bin

Current Bin

Department Chair

Next Bin (required)

Dean

Next Reader (optional)

Do not change these settings or add a next reader if approving

Send

Saving in 10s...

Click send if Approved

If you place the form on **Hold**, click Next Bin and choose Hold.

CoMm - Minor Contributor Review

Select an Advisor to notify of this change.

Decision:

Internal Comments

Suggested Next Bin:

Registrar

Send to Bin

Current Bin

Minor Coordinator

Next Bin (required)

Next Reader (optional)

Vikki Levine

Next Reader Notes (optional)

Asked student to come meet with me before I can approve minor change

Assign an advisor at this step as you will not have this option in the hold queue. If you need to make a change from the hold queue, use the internal comments box.

Enter your name in Next Reader to keep form in your queue so you may access it again

Add a note as to why you placed request on hold

Request returns to your queue with note:

Home	Queue (2)
Home	ID
Home	900048450
Home	Levine, Vikki
Home	School
Home	Business
Home	Exp. Grad Date
Home	2029-12-31
Home	Process
Home	Change of Minor
Home	Search:
Home	Queue
Home	Recent
Home	sent the file with the note: Asked student to come meet with me before I can approve minor change.

If you Denied the request, click Next Bin and choose **Denied Cancelled**. You must add denial comments which will be emailed to the student. Click Send.

CoMm - Chair Review

Select a new advisor.

Decision:

Internal Comments

Denial Comments

Comments below will be emailed and viewable to the student.

Suggested Next Bin:

Denied Cancelled

Send to Bin

Current Bin

Department Chair

Next Bin (required)

Dean

Navigation Pro Tips:

- Students can only have 1 change of major or change of minor form in process at a time.



Change of Minor

You may only have one active Change of Minor request at a time.

- Advisors will be sent an email when they have a new advisee assigned.

From: workflow@ithaca.edu <workflow@ithaca.edu>
Date: Monday, March 17, 2025 at 3:00 PM
To: Dawn Kline <dkline@ithaca.edu>
Subject: New Change of Minor for Advisor review.

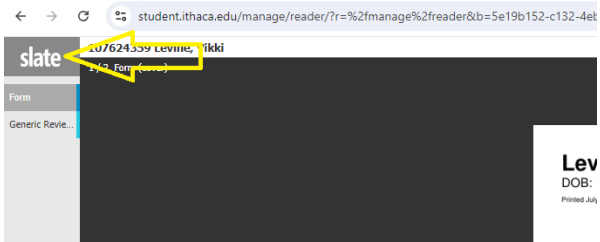
Dear Dawn Kline,

Vikki Levine (90000000) has had a Change of Minor to Business Analytics.

You have been assigned as their new academic advisor.

Thank you,

Office of the Registrar



If you are in a form and want to navigate back to the processing page, click the word **slate** in the upper left corner



If you are in the reader and want to navigate back to the Slate home page for navigation and search, click **Exit** on the left