

How to Process the Change of Major/Minor Form as a Department Chair



Office of the Registrar

This guide will show how to process the Change of Major/Minor form from the perspective of a Department Chair.

Checking for Items in the Queue

- **You will receive an email from workflow@ithaca.edu. You will receive this email each day at around 7:30am and 3:00pm.**
 - Please do not respond to this email. The email is for processing only and is not monitored.
- **This email will let you know you have an item in your “Queue”.**
 - There will also be a link to your “Queue”.

There is a new Change of Major/Concentration request from [redacted] 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” will take you to Slate Student
 - 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.

Awaiting your Review	
Access Your Queue	
Process	Submitter
Change of Minor	Vikki Levine
Change of Major/Concentration	Vikki Levine

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For More Information

Visit www.ithaca.edu/registrar
Email registrar@ithaca.edu
Call (607) 274-3127

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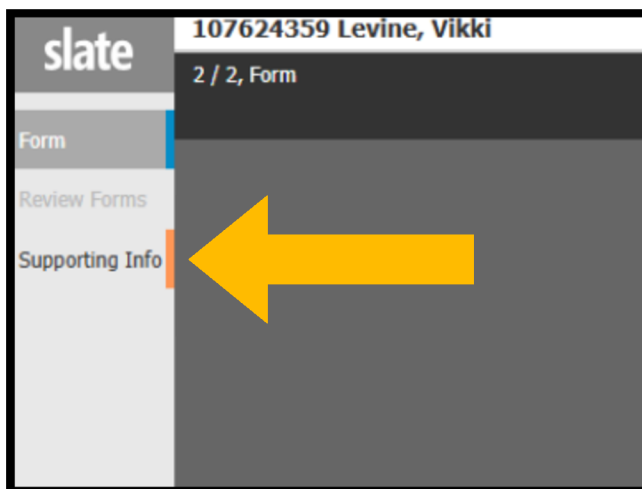
Opening the Form

- **Option 1:** Click “Review” located in the notification email.
- **Option 2:** In your queue, click on the document icon at the far right.

Record	Bin	First	Last	ID	Process
Levine, Vikki Holley Westbrook	Registrar	Vikki	Levine	[REDACTED]	[Yellow Arrow pointing right to a document icon]

Reviewing the Form

- **On the left, select “Form”**
- **Use the arrow keys on the keyboard to move between pages of the form.**
- **Click on “Supporting Information” to review information uploaded by the student.**
 - **Note:** Students are required to upload an unofficial transcript or DegreeWorks Audit.
- **After reviewing the request, click “Review Form/Send to Bin”**
 - This will be located at the bottom right of the screen.



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Next Steps - Approve, Deny, or Hold the Request

- **Approving a Request**

- Assign an advisor.
- Select "Approve" from the "Decision" drop-down menu.
- Enter internal comments.
- Enter comments for the student.
- Click "Send".

A screenshot of the 'CoMm - Chair Review' form. The form has several sections: 'Select a new advisor.' with a dropdown menu showing 'Kline, Dawn E'; 'Decision:' with a dropdown menu showing 'Approved'; 'Internal Comments' with a text area; 'Comments for Students' with a red warning message and a text area containing 'Welcome to the major, please email so we can set up and advising appointment'; 'Suggested Next Bin:' with the text 'Dean'; 'Suggested Next Reader:' with a dropdown menu showing 'Dawn Kline'; 'Send to Bin' section with 'Current Bin' as 'Department Chair', 'Next Bin (required)' as 'Dean', and 'Next Reader (optional)' as an empty text area. At the bottom, there is a 'Send' button and a 'Saving in 10s...' status indicator. Yellow boxes highlight the 'Select a new advisor.', 'Decision:', 'Internal Comments', 'Comments for Students', and 'Send' areas.

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- **Placing a Request on Hold**
 - **Assign an advisor.**
 - You will not have the ability to change this in the hold queue. If you need to make a change, use the internal comments box.
 - **Select “On Hold” from the “Decision” drop-down menu.**
 - **Enter your name in “Next Reader” field.**
 - This keeps the form in your queue, allowing you to access it again, at a later time.
 - **Add a note explaining why you put the request on hold.**
 - **Click “Send”.**

A screenshot of the 'CoMm - Minor Contributor Review' form. The form has several sections: 'Select an Advisor to notify of this change.' with a dropdown menu; 'Decision:' with a dropdown menu set to 'On Hold'; 'Internal Comments' with a text box; 'Suggested Next Bin: Registrar'; 'Send to Bin' section with 'Current Bin: Minor Coordinator' and 'Next Bin (required): On Hold' (dropdown); 'Next Reader (optional): Vikki Levine' (text box); 'Next Reader Notes (optional): Asked student to come meet with me before I can approve minor change' (text box); and a 'Send' button at the bottom left, with a 'Draft Saved' status at the bottom right. Yellow boxes highlight the Advisor dropdown, Decision dropdown, Next Reader text box, Next Reader Notes text box, and the Send button.

- **The request will return to your queue with a note.**

A screenshot of the 'slate' Queue (2) interface. On the left is a sidebar with links: Home, Browse, Search, Queue (selected), and Recent. The main area shows a table with columns 'ID' and 'Name'. The first row shows a redacted ID and the name 'Levine, Vikki'. Below the table, a note is displayed: 'Vikki Levine sent this file with the note: Asked student to come meet with me before I can approve minor change.' The note is highlighted with a yellow box.

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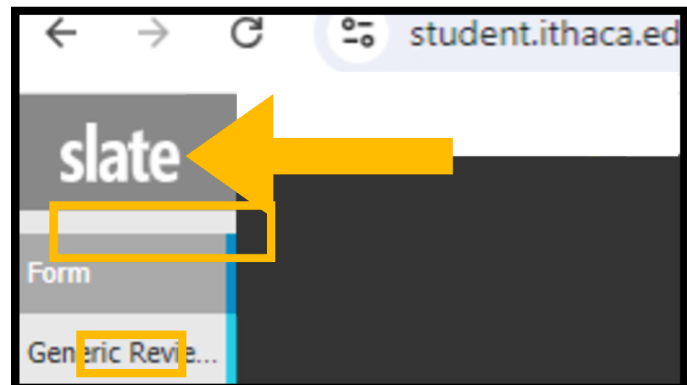


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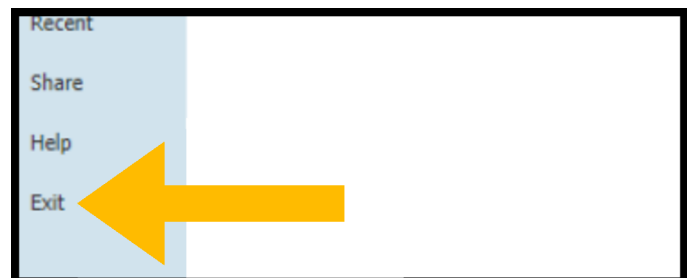
- **Denying a Request**
 - Select “Denied” from the “Decision” drop-down menu.
 - Enter your comments under “Denial Comments”. This is required and will be shared with students.
 - From the “Next Bin” drop-down menu, select “Denied Cancelled”.
- **General Tips**
 - Students can only have 1 Change of Major or Minor form in process at a time.
 - Advisors are notified via email if they have been assigned a new advisee.

A screenshot of the 'CoMm - Chair Review' form. The form includes a 'Select a new advisor' dropdown, a 'Decision' dropdown with 'Denied' selected, an 'Internal Comments' text area, a 'Denial Comments' text area with a red warning message, a 'Suggested Next Bin' dropdown with 'Denied Cancelled' selected, a 'Send to Bin' section, a 'Current Bin' dropdown with 'Department Chair' selected, a 'Next Bin (required)' dropdown with 'Denied Cancelled' selected, a 'Dean' dropdown with 'Denied Cancelled' selected, and an 'On Hold' dropdown. A 'Send' button is at the bottom left, and a 'Draft Saved' button is at the bottom right.

- **Navigation Tips**
 - 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 homepage
 - Click “Exit” on the left



**If you have any questions or concerns, please
contact the Office of the Registrar.**

registrar@ithaca.edu
(607) 274-3127