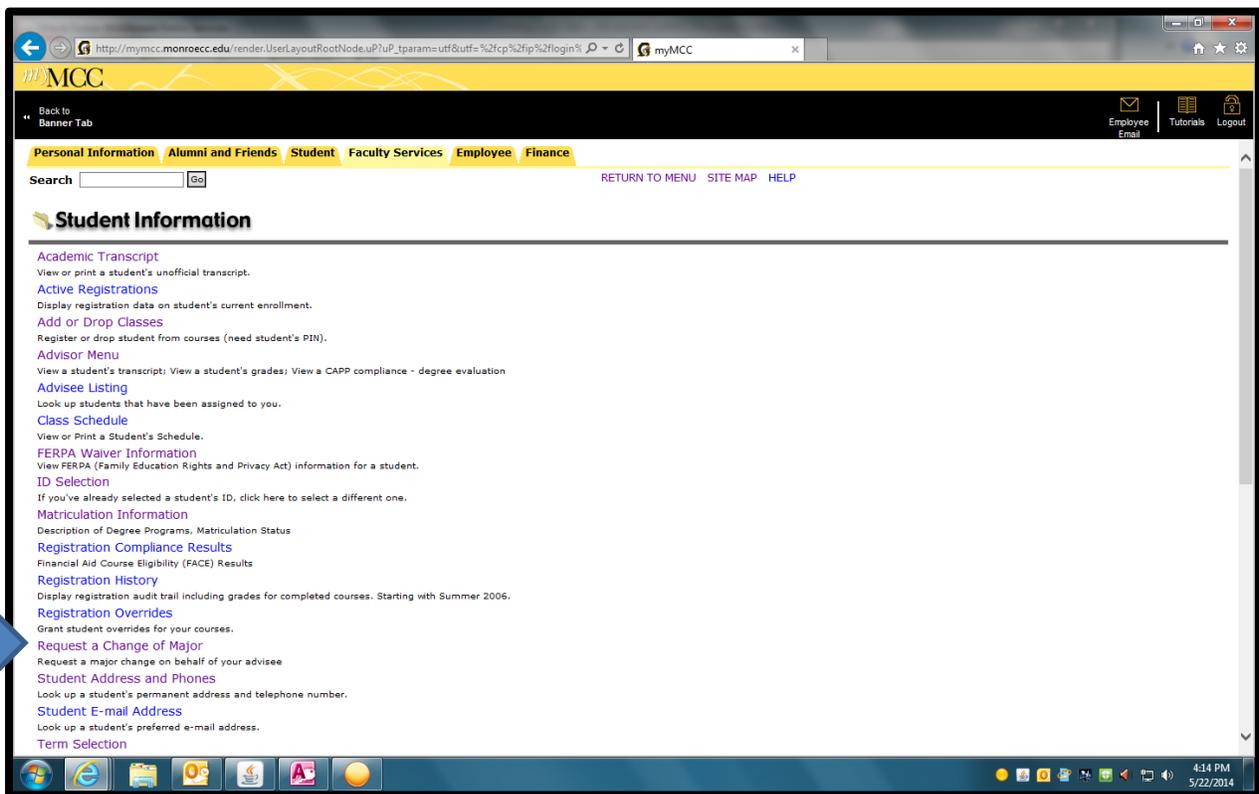


Instructions for a Proxy to Request a Major Change Online

STEP ONE: Log in to Banner and then “Faculty Services” (tab)

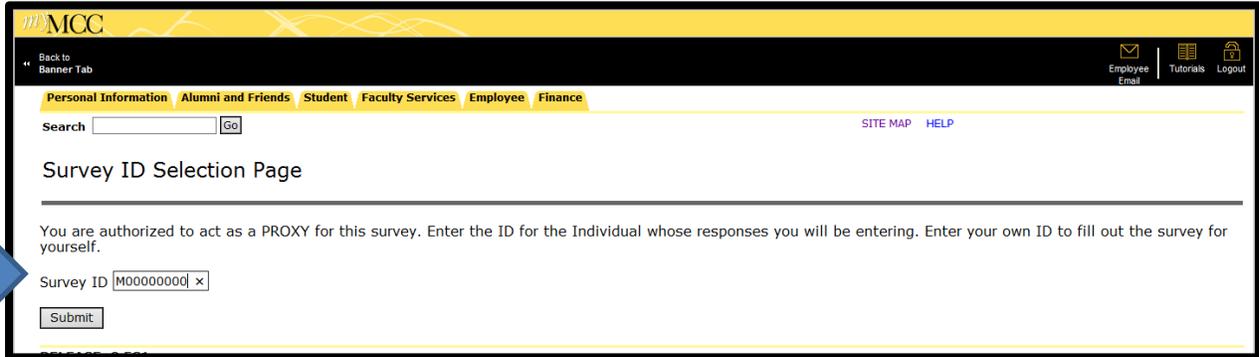
Select “Student Information” (link)

Next, select “Request a Change of Major” (link)



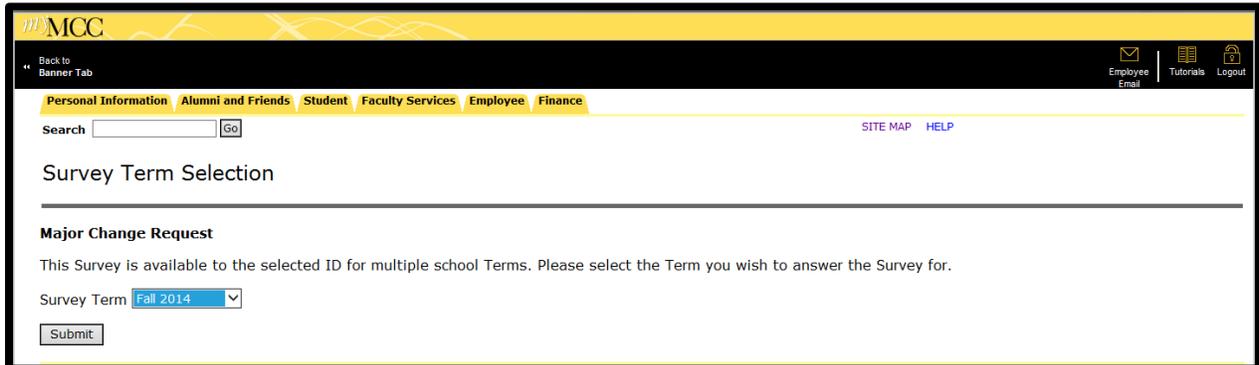
Instructions for a Proxy to Request a Major Change Online

STEP TWO: Enter Student's M# (M00123456)



The screenshot shows the 'Survey ID Selection Page' on the MCC website. The page has a yellow header with the MCC logo and navigation tabs for 'Personal Information', 'Alumni and Friends', 'Student', 'Faculty Services', 'Employee', and 'Finance'. A search bar is at the top left, and 'SITE MAP' and 'HELP' links are at the top right. The main content area contains the text: 'You are authorized to act as a PROXY for this survey. Enter the ID for the Individual whose responses you will be entering. Enter your own ID to fill out the survey for yourself.' Below this text is a text input field labeled 'Survey ID' containing 'M00000000' and a 'Submit' button. A blue arrow points to the 'Survey ID' input field.

STEP THREE: Select the Survey Term (Ex. Fall 2014) and then "Submit"



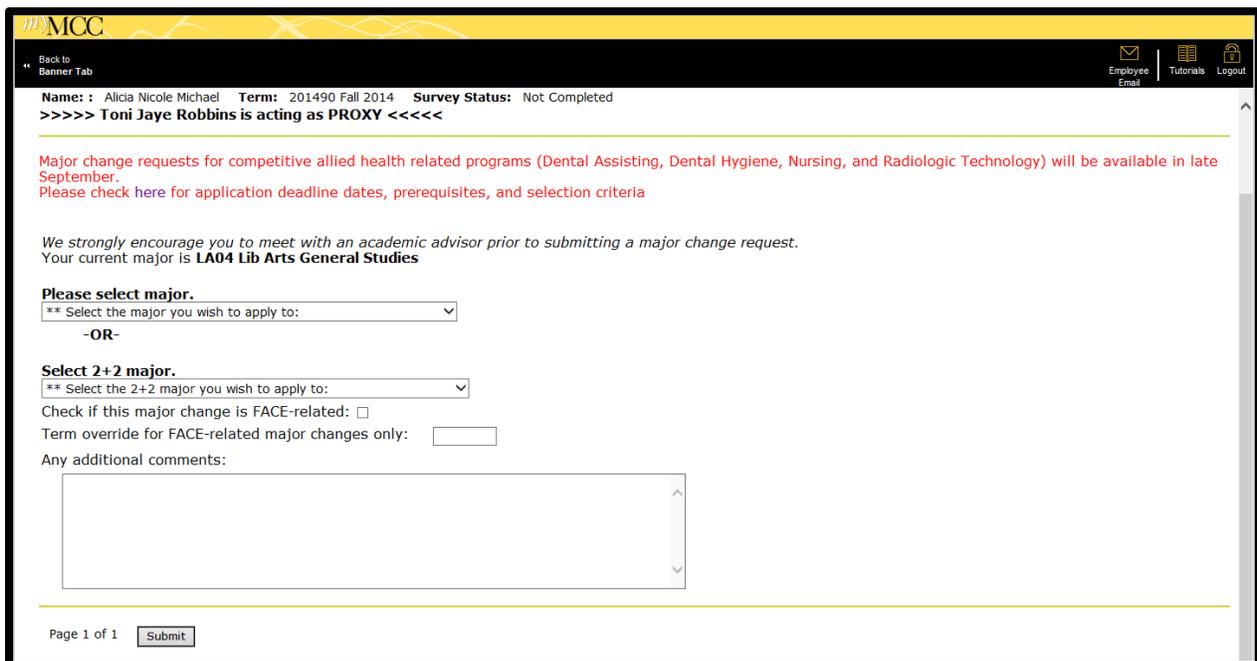
The screenshot shows the 'Survey Term Selection' page on the MCC website. The page has a yellow header with the MCC logo and navigation tabs for 'Personal Information', 'Alumni and Friends', 'Student', 'Faculty Services', 'Employee', and 'Finance'. A search bar is at the top left, and 'SITE MAP' and 'HELP' links are at the top right. The main content area contains the text: 'Major Change Request' and 'This Survey is available to the selected ID for multiple school Terms. Please select the Term you wish to answer the Survey for.' Below this text is a dropdown menu labeled 'Survey Term' with 'Fall 2014' selected and a 'Submit' button.

Instructions for a Proxy to Request a Major Change Online

STEP FOUR: Select the “Major” or the “2+2 Major” you wish to apply to from the drop-down menu.

STEP FIVE: **FACE-related requests will have priority in the approval process.** Check the box if the major change is FACE-related.

Enter a term in the “term override” box if a FACE-related request needs to be submitted for a term that is not available in the drop down menu (Ex. 201420 for Spring 2014).



The screenshot shows the online major change request form. At the top, it displays the MCC logo and navigation links for Back to Banner Tab, Employee Email, Tutorials, and Logout. The user information section shows: Name: Alicia Nicole Michael, Term: 201490 Fall 2014, Survey Status: Not Completed. A proxy notice reads: >>>> Toni Jaye Robbins is acting as PROXY <<<<<. A red notice states: Major change requests for competitive allied health related programs (Dental Assisting, Dental Hygiene, Nursing, and Radiologic Technology) will be available in late September. Please check here for application deadline dates, prerequisites, and selection criteria. A message encourages meeting with an academic advisor and notes the current major is LA04 Lib Arts General Studies. The form includes two sections: 'Please select major.' with a dropdown menu and 'Select 2+2 major.' with a dropdown menu. There is a checkbox for 'Check if this major change is FACE-related:' and a text box for 'Term override for FACE-related major changes only:'. A large text area is provided for 'Any additional comments:'. At the bottom, it shows 'Page 1 of 1' and a 'Submit' button.

Additional Comment(s) may be submitted for the approver/processor.

Examples:

“Admit student for the extended option, (BUE1)”

“Approve student for BU01 if ineligible for 2+2 Business Major”

“Approved by the Chairperson of the Biology Department”