

Both Major Plan Amendments and Advisor Transfer Credit forms are available through my.newpaltz.edu. For the Major Plan Amendment, see below. For the Advisor Transfer Credit form click on the Faculty/Staff Services tab. Under Faculty Services, scroll down to the Advising Menu and it will be listed there as a PDF (non-fillable) form. The purpose of these two forms is to make major requirements on the Progress Report (DARS) as accurate and complete as possible and, ultimately, to speed up the clearance of students for graduation.

Major Plan Amendment – Quick Guide

Getting Starting

Have the student's Banner ID number before you start this workflow.

Steps

1. Sign into my.newpaltz.edu
2. Open the **Banner Workflow** tab
3. In **“My Processes”**, click on **“Major Plan Amendment”**
4. In **“Start Workflow”**, enter the Workflow Specifics Name. Use *“MPA: your name and student name”* and click on **“Start Workflow”**
 - ◆ The *“Workflow was successfully started”*, click **“OK”**
 - ◆ Now your Worklist is displayed, click on **“Workflow”**
 - ◆ Now you will see this process displayed on your worklist
 - ◆ The next activities required is also displayed
5. Click on your **Workflow** (*MPA:XXXXXXXX*)
6. Enter the student Banner
 - ◆ Check advisor name, department and email address are all correct, click *“Yes”*
 - ◆ Select department chair
 - ◆ Enter course substitutions (up to three courses) and click **“Complete”** at the bottom of the window.
7. You are back to **Worklist**, wait 15 seconds and click on **“Workflow”**
 - ◆ Open your MPA and review all of the information entered for accuracy
 - ◆ Click **“Complete”**
8. You are back to **Worklist** click on **“Workflow”**
 - ◆ Success window appears, click *“Complete”*
 - ◆ You are finished!

You and the student will receive an email when the workflow has been processed by the Assistant Registrar.

Tips

You will be given the opportunity to **Save & Close** your work in progress. You can return to this workflow in progress at a future time for completion. You can find it in **My Worklist**.