

How to Process an AP Major Declaration in my.newpaltz.edu

1. Log into my.newpaltz.edu and select Faculty Services from the Faculty/Staff Tab.

my.newpaltz.edu		Microsoft 365	Brightspace
Students	Faculty/Staff	Library	IT Support
Strategic Planning Process 2024-2	25 Faculty Sei	rvices	
Bias Reporting Form	Teaching		
Budget Information Center			
Communication & Marketing	Rosters and Tea	ching Schedules	
Conference Room Schedules	<u>Class Roster</u> Teaching Sc	<u>s</u> hedule - Week At A Glance	
Development & Alumni Relations	<u>Teaching Sc</u>	hedule - Detailed	
Disability Resource Center	<u>Teaching Hi</u>	story	
Documents & Policies	Permissions, Fo	rms, and Surveys	
Employee Resources	Permission 1 Mid-Semest	to Register ter Evaluations	
Faculty Services	<u>Student Eva</u>	luation of Instruction (SEI)	
Forms	Instructiona	I Media Services Requests	
Portins	Open SUNY online/digit	course Quality Review (assess incluses) al learning courses)	sion/effectiveness of
·		2 /	

2. Scroll down to the Advising section and select Declaration of Change Request.

Advising

Advisee Information

- Advisee Listing
- Student Progress Reports
- <u>Starfish</u> (student success platform)

Registration, Schedules, and Transcripts

- My Schedule Planner (schedule builder/student registration tool)
- Schedule of Classes
- <u>Student Schedules</u>
- Student Transcripts
- <u>Student Co-Curricular Transcripts</u>

Forms

- Declaration of Change Request (Major/Minor/Advisor)
- <u>Contract Major Form</u>
- Progress Report Changes

3. Enter the student's name or Banner ID in the student search fields.

Declaration of Change Request



4. After locating the student, you will see this screen. Select Change a Major.

New Paltz	MY.NEWPALTZ EDU LOGOUT
Declaration of Change Request	
- Current Information 1	How to Use This Form 🛛
Please select <u>ONE</u> of the following options:	
Major ○ Add a major or major with a concentration ● ● Change a major ● Minor	
Add a minor Change a minor Delete a minor	
Degree	
 Change a degree type I Advisor 	
 ○ Add an advisor ● ○ Change an advisor ● 	Next

5. Click the radio button next to the major you are changing.



6. After clicking next, you will see the screen below.

eclaration of Change Request		
		How to Use This Form @ In-Progress: Changing an Existing Majo
Select a major 0		
		~
Concentrations (optional)		
Degree Types		
	~	Previous Next

NOTE: Some AP programs are built as concentrations of the regular undergraduate degree. In these instances, select the regular undergraduate major and then select the AP concentration before clicking the next button.

7. The next screen you will see will prompt you to change or replace an advisor. AP advisors are supplemental, so click the **Advisor change is not required for this request** option and click next.

How to Use This In-Progress: Changing an Existin Select ONE of sadvisor records to be changed/replaced: Advisor Bannerid Type Primary Ind O Hong, William Minor Advisor N O Mott, Lucien General Advisor N O Sperry, Menan Maior, Advisor Y	aration	of Change Request			
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Mott, Lucien General Advisor N Sperry Megan Maior Advisor Y	0	Hong, William		Minor Advisor	N
O Sperry Megan Major Advisor Y	\circ	Mott, Lucien		General Advisor	Ν
indjoi Advisor	0	Sperry, Megan		Major Advisor	Y

8. Add the AP advisor Name and Banner ID on this next screen as a special instruction.

	How to Use This Form In-Progress: Changing an Existing Major
Enter Comments / Special Instructions (optional)	
	Previous Next

Declaration of Change Request

9. The final screen illustrates your requested changes. Verify that the information is correct and click next. Records and Registration will confirm the AP declaration after your request has been processed.