

Major Declaration System

- You will receive an email when one of your advisees declares their major, below is an example of how it will appear.

From: ProgramChange@uncw.edu [mailto:ProgramChange@uncw.edu]

Sent: Wednesday, April 22, 2020 1:43 PM

To: Sammy Seahawk

Subject: Degree Changes Approver

A student wishes to declare a major in your department. Their request has been submitted for your approval. Thank you for your attention to this matter.

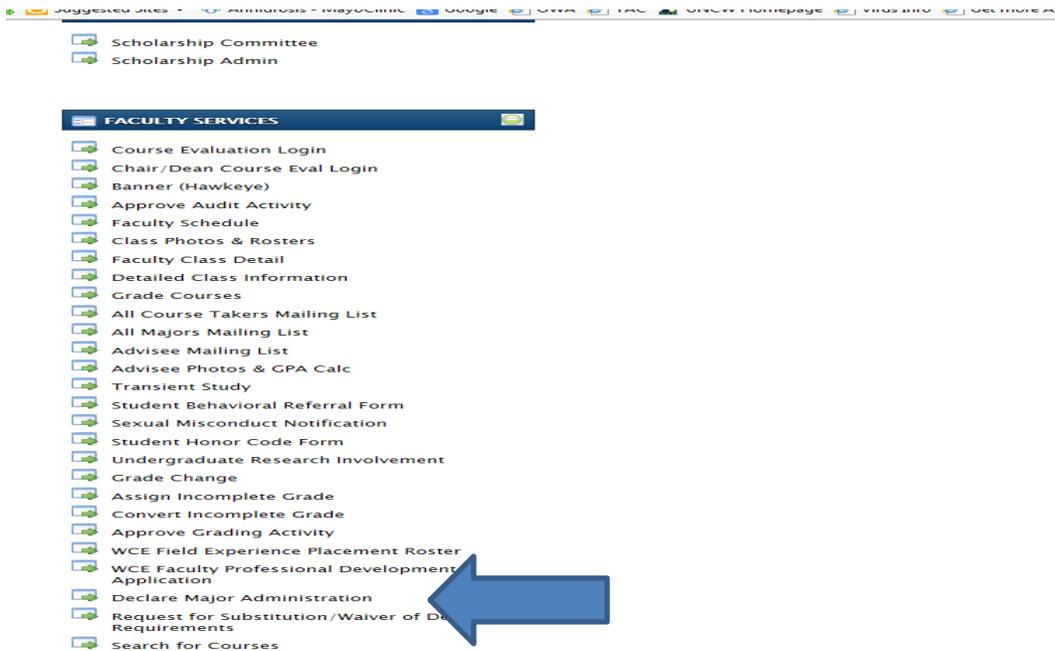
Please log in [here](#).

| Student ID | First Name | Last Name | E-Mail | Advisor |
|------------|------------|-----------|--|--------------------------------|
| 850000000 | Junior | Hawk | aaa111@uncw.edu | Mr Sammy uncw Seahawk |

| New Curriculum (For Approval) | |
|-------------------------------|---|
| Degree | Name |
| Degree | (Fall 2020) College of Arts & Sciences Bachelor of Science |
| Major | Environmental Sciences |
| Concentration | Environmental Conservation Opt |

| Previous Curriculum | |
|---------------------|--|
| Degree | Name |
| Degree | (Fall 2020) University College Bachelor of Arts |
| Major | UC-Transition-Hlth & Human Srv |

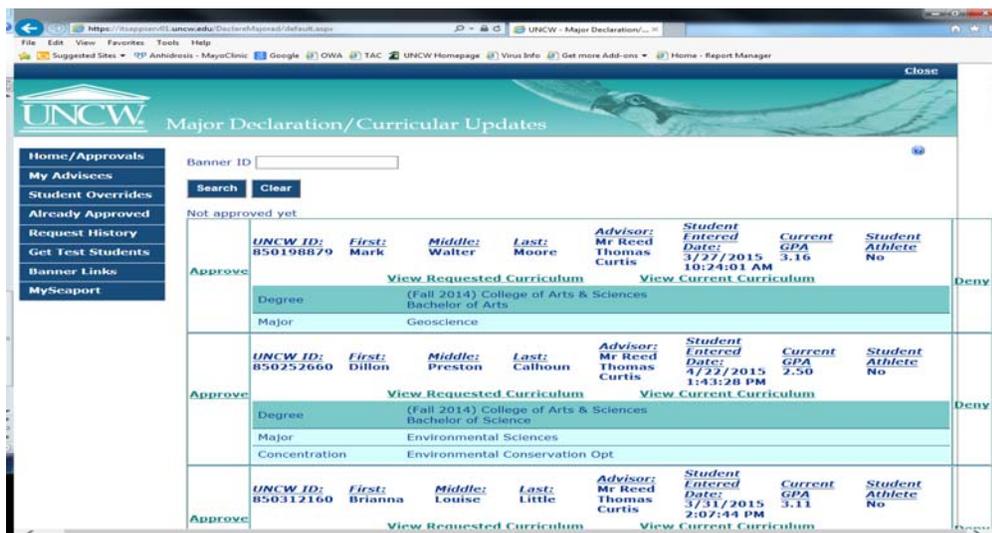
Please do not reply to this email. This mailbox is not monitored and you will not receive a response.



- From your SeaPort account, under the academic's tab, click on "Declare Major Administration"

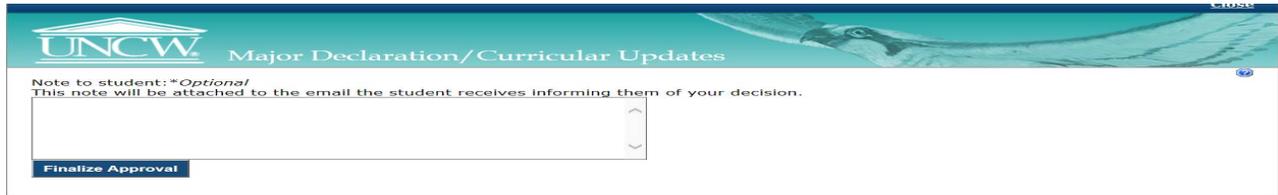


- Log in, you will use the the same username & password as your SeaPort account.



- Once logged in, you will see a list of your advisees who have pending declarations that either need to be approved or denied.

- If a student's major has a specific course or GPA requirement in order to declare, i.e. Communication Studies, etc. you will need to check their transcripts in SeaNet to make sure they have met the requirement. The system will allow them to declare if they have 24 hours earned at UNCW & a 2.0 cumulative GPA; it does not have the ability to check specific course or major requirements.
- If the student is eligible to declare, click the "Approve" link to the left of the student's name. The system will ask "are you sure you would like to approve this change", click ok.



The screenshot shows the UNCW Major Declaration/Curricular Updates interface. At the top left is the UNCW logo. The page title is "Major Declaration/Curricular Updates". Below the title, there is a note to the student: "Note to student: *Optional. This note will be attached to the email the student receives informing them of your decision." Below the note is a text input field with a vertical scrollbar. At the bottom left of the input field is a "Finalize Approval" button. At the bottom right of the page, there is a small "Close" button. At the very bottom of the page, there is a footer: "Maintained by the Office of the Registrar (registrar@uncw.edu) | About this site | Copyright notice".

You can choose to add a note if you would like. Click the "finalize approval" button.

- You will complete the same process if you are denying a student, the deny link is to the far right. I would recommend adding a note as to the reason why you are denying their declaration.
- Once approved or denied, the system will take you back to the screen with your list of pending student declarations.