

LEAN RECOMMENDATIONS & UPDATES



LEAN IMPROVEMENTS

Improvements in Progress

- Electronically sign up for "New College Advising" Sessions in EAB/Pathfinder and track attendance
- Standardize critical information every student needs to know
- Add college requirements to UAC major change website
- Standardize terminology
- Create online change of major toolbox: exploration and process for students
- Establish point of contact in Colleges/Departments for major change for Exploratory Advisors
- Explore possibility of an interactive tool on UAC major change website to guide students
- Develop flowchart referral process for major change students
- Change "Major Change advising" to "Exploratory Advising"

LEAN RECOMMENDATIONS

Recommendations: Seeking Approval

- Eliminate Change of College/School form and replace with “terms of agreement” notification in the Curriculum Change Request (CCR) (5 business days process)
- Standard of practice of information entered into DegreeWorks and EAB/Pathfinder
- Assign Exploratory Advisors (formerly known as "Major Change Advisors") as secondary advisors of record
- Align DegreeWorks to mirror universal program of study
- Implement a paperless process for assigning advisors in CAS
- Develop information sessions for students in all colleges (College of Arts & Sciences, School of Music and College of Social Work)
- Establish universal submission deadline for all sessions and grid updates (Aug 15 & Jan 15)
- Request Admissions to share major change student data through EAB/Pathfinder between acceptance and add/drop deadline

CHANGE OF COLLEGE/SCHOOL FORM

University of South Carolina Change of College/School Form

Instructions: Students interested in changing majors should contact the school containing the new program to which the student intends to enter. Before receiving signed permission from the new school below, the student may need to notify any additional programs with which the student is currently affiliated. Once all necessary signatures are obtained, the new college or school will forward this form to Office of the University Registrar.

Date: _____ Student's USC ID _____

Student's Name _____
Last First Middle

Local Address _____

Telephone #: _____ Email Address: _____

Intended New Major: _____

Intended New School/College: _____

NOTIFICATION OF RELEASE (if applicable):

Some programs require that the student receive additional approval and/or release from an official before final approval into a new program. Please check and obtain signatures below for any programs that apply to you:

Do you participate in:	Contact	Signature
NCAA Athletics	Athletic Sport Advisor	
Academic Common Market	Use ACM disclaimer form	Attach signed form
School of Music	Undergraduate Director, School of Music	

I understand that this document could affect my financial aid, scholarship and tuition and that I am responsible for consulting with the Financial Aid Office/Bursar's Office **PRIOR** to the completion of this form.

Signature: _____ Date: _____

FINAL APPROVAL INTO:

New College: _____
 New First Major: _____
 New Degree: _____
 New Second Major: _____
 New Minor: _____
 New Area of Emphasis: _____
 Signature: _____
 Current GPA: _____
 Effective: _____

New College/School

Be sure to notify the student's previous college/school when updating a student's program of study by using the email box on the confirmation screen of the online curriculum change form

Note: Signatures are only valid through the end of the term (Fall, Spring or Summer) in which the first signature was received. Admission is contingent upon student maintaining current GPA through effective date.

- Recommendation: Eliminate Change of College/School form and replace with 'terms of agreement' notification in the Curriculum Change Request (CCR)
- Progress: Form is still used by most colleges/schools since online notification has not been established.