# Automated Plan Change User Guide

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Introduction

There are many reasons a student may want to change his or her plan. The information in this document is intended to assist departments in working with the students through this process.

Plan
The major, minor, licensure, or pre-professional program a student wishes to pursue.

Double Major
Students may pursue a double major (one degree with two majors). (For example, SMAD – B.A., History) The student must successfully complete all degree and university graduation requirements for one degree, as well as the major requirements for both majors.

Double Degree
Students may wish to pursue a double degree (two separate degrees). For example, B.A./B.S., B.S.N./B.S. Students are required to earn at least 150 credits, including a minimum of 60 hours at JMU. The student must successfully complete all degree and university graduation requirements for both degrees as well as the major requirements for both majors.

Declaration Limit
Students may declare a maximum of 2 majors and 3 minors/licensure/pre-professional programs through this process. After the student has exceeded the maximum limit of active plans allowed they will receive a message indicating they need to contact their advisor if they wish to proceed. This process is in place to reduce the number of students that are declaring classes for reasons other than pursuing the plan in question. If a student’s plan change is legitimate, a plan approver from the department can email the approval to registrar@jmu.edu. The student will be manually added to the plan requested and approved.

Transaction
A student can only have one active transaction. Multiple requests can be initiated via one transaction (i.e. declaration of a degree, major, and minor at one time) with different authorized approver/s (i.e. major in one dept and minor in another). Requests will be approved or rejected independently.

Request
A student transaction can be made up of several different requests. An approver may have two separate requests from a student (i.e. English – BA and Creative Writing minor).

Transaction Processing
At submission, all minors and other non-major plans are processed by the system at one time. All majors are processed separately at one time. All approved minors and other non-major plans will be processed regardless of major request status (and vice versa).

Informational Text
Text is maintained by the department to provide important information to students prior to completing the declaration request through MyMadison.

Students Leaving JMU
When students leave the university (leave of absence or suspension) with an active plan change transaction on their student record, the transaction will be automatically cancelled. The student will need to re-submit the request if/when they return to the University.
Student Request

MyMadison Navigation

Students will enter their program of study change through MyMadison. Once logged into MyMadison, the student will click the **Student Center** link.

The student will select Major/Minor Change from the **“Other Academic...”** dropdown menu.

**Major/Minor Change - Unavailable**

1. Prior to a student’s first semester at JMU, the student information is processed through orientation. Once the semester starts, students will be able to see the link and proceed through the change process.
2. If the student has applied to graduate, the student will need to withdraw their graduation application, make the change, and re-apply for graduation with the new plan included in the application.
3. If the student has become inactive (i.e. leave of absence or suspension), the student will have to complete the process once they are an active student at the University.
4. If the student is a bachelor of individualized studies major. The student will need to work with the adult degree program for assistance with this request.
Plan Add

To add a major or minor the student will select **Add Major/Minor**.

The student may use **Academic Plan Type** and **Description** to narrow the search results.

If the student is replacing their first major, or a major with a second degree, they will select the plan with the degree type attached to it (i.e. Biology – BS). If the student is adding a second major, they will select the plan that does not have the degree type attached to it (i.e. Biology).

If the student is having trouble finding the plan they wish to add, change the drop down beside **Description** to **contains**.

Students will be prompted to select a concentration if one is available. If a concentration is required, the student will be required to select a concentration.

Know that the descriptions may be truncated or be listed differently than you expect.
Once the student selects the major or minor they wish to declare, they will be forwarded to the informational text screen.

The informational text is maintained by the department. This information will be exported and displayed on the University Advising website to assist with student advising.
Plan Drop

To drop a major or minor the student will select **Drop Major/Minor**.

Students will be required to select a drop reason for each drop request.
Concentration Add/Change

To add or change a concentration the student will select Add/Change Concentration.

Students will be able to select from the available concentrations.

All concentration additions or changes will need to be completed through the automated plan change process in MyMadison.
Transaction Submission

Once all requests have been entered the student will select **Submit Request**.

Students will receive a confirmation ID that can be used when working with the office of the registrar or the department.

Students may return to the request page at any time to see the status of their transaction.