

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

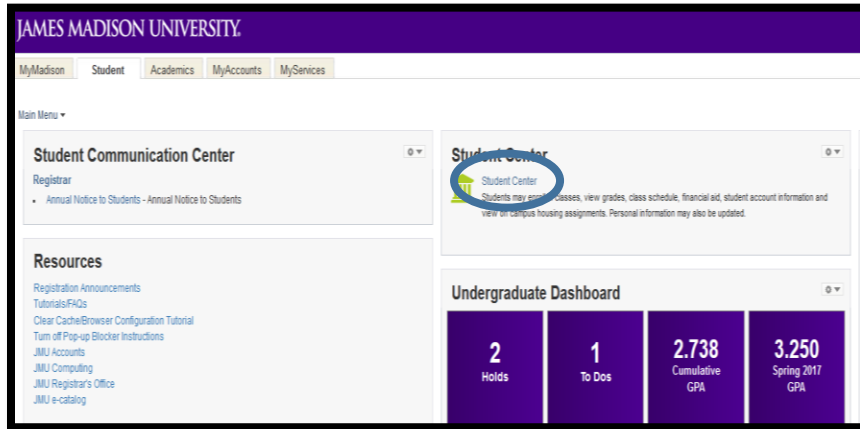
When students leave the university (leave of absence or suspension) with an active plan change transaction on their student record, the transaction will be automatically cancelled. The student will need to re-submit the request if/when they return to the University.

Student Request

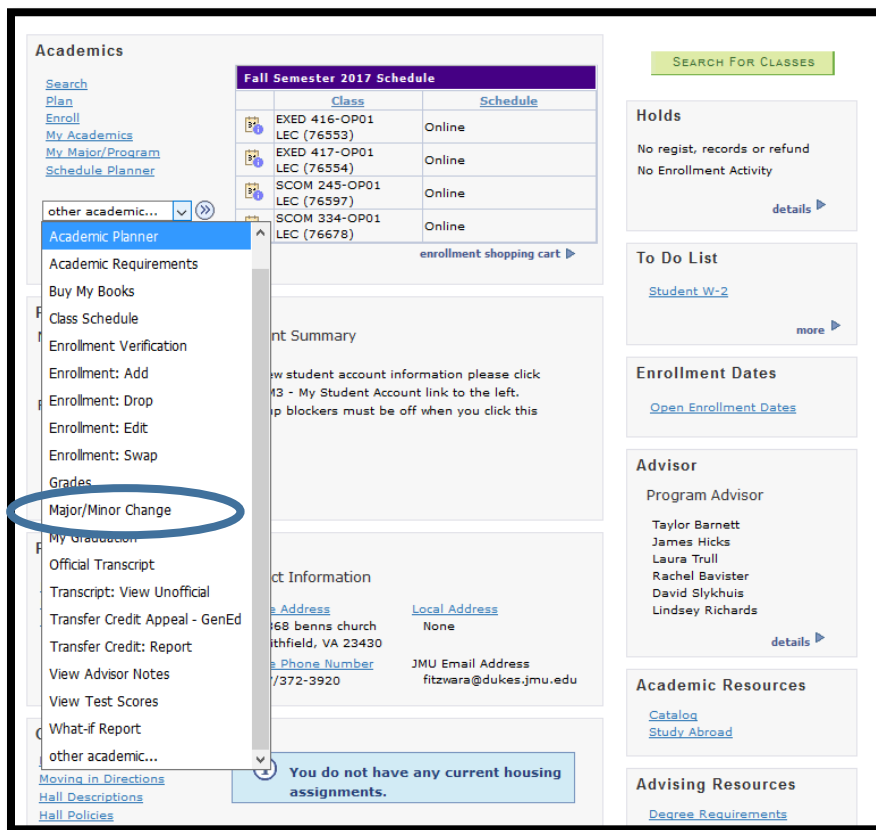
MyMadison Navigation

Students will enter their program of study change through MyMadison.

Once logged into MyMadison, the student will click the **Student Center** link.



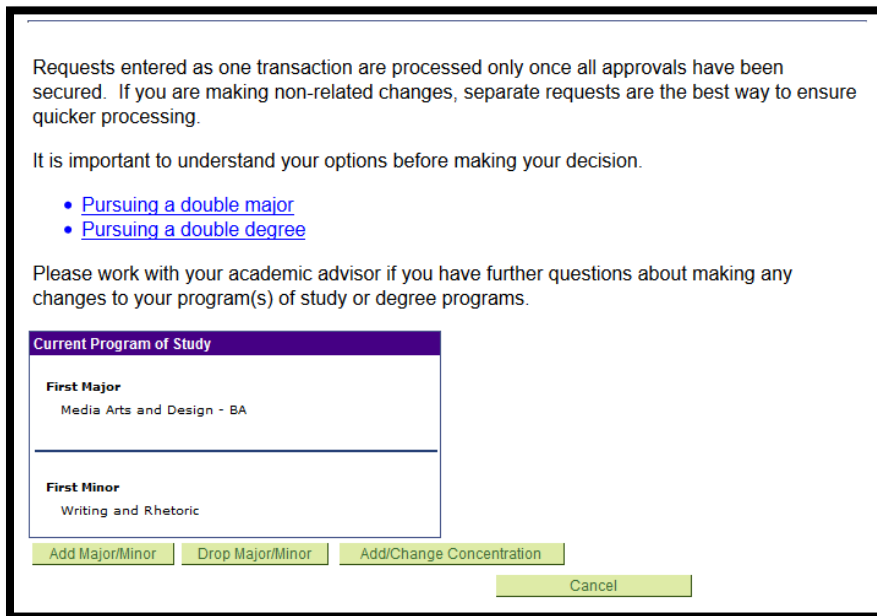
The student will select Major/Minor Change from the “Other Academic...” dropdown menu.



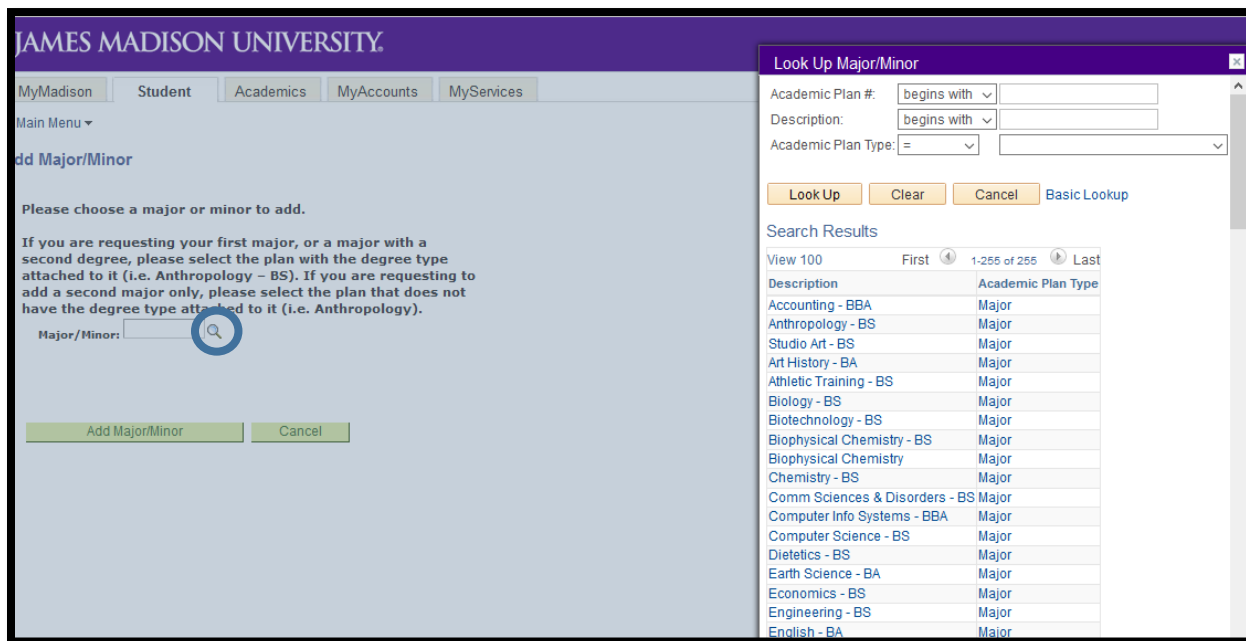
Major/Minor Change - Unavailable

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.

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 a 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.

JAMES MADISON UNIVERSITY

MyMadison Student Academics MyAccounts MyServices

Main Menu ▾

Academic Plan Requirements for Biology - BS

To declare the biology major, you will need to contact Julia Stutzman (stutzmik@jmu.edu) to set up an appointment time to finalize the declaration process. Any student can declare the biology major at any time; there are no admission standards or black-out dates. Please reference www.jmu.edu/catalog for the current catalog year major requirements.

It is recommended that the first semester after declaring the biology major, students take BIO 140 Foundations of Biology I and CHEM 131 + 131L General Chemistry I, if these courses have not already been completed. Students can develop a full academic plan during their advising meeting with Julia Stutzman.

OK

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**.

Requests entered as one transaction are processed only once all approvals have been secured. If you are making non-related changes, separate requests are the best way to ensure quicker processing.

It is important to understand your options before making your decision.

- [Pursuing a double major](#)
- [Pursuing a double degree](#)

Please work with your academic advisor if you have further questions about making any changes to your program(s) of study or degree programs.

Current Program of Study	
First Major	Media Arts and Design - BA
First Minor	Writing and Rhetoric

[Add Major/Minor](#) [Drop Major/Minor](#) [Add/Change Concentration](#) [Cancel](#)

Students will be required to select a drop reason for each drop request.

Requests entered as one transaction are only processed once all approvals have been secured. If you are making non-related changes, separate requests are the best way to ensure quicker processing.

It is important to understand your options before making your decision.

- [Pursuing a double major](#)
- [Pursuing a double degree](#)

Please work with your academic advisor if you have further questions about making any changes to your program(s) of study or degree programs.

Current Program of Study		Proposed Program of Study	
First Major	Undeclared	Major	Accounting - BBA

[Add Major/Minor](#) [Drop Major/Minor](#) [Add/Change Concentration](#)

Delete Request?	Request Action	Plan Type	Description	Status	Drop Reason	Requirements
<input type="checkbox"/>	Add Major/Minor	Major	Accounting - BBA	Not Submitted		Requirements
<input type="checkbox"/>	Drop Major/Minor	Major	Undeclared	Not Submitted		

[Delete Selected Requests](#) [Cancel](#) [Submit Request](#)

- Cannot Complete Requirements
- Cannot Meet Targeted Grad Date
- Change in Personal Interests
- Class Availability
- Degree change (Ex. BS to BA)
- Not Accepted into Program
- Other

Concentration Add/Change

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

Requests entered as one transaction are processed only once all approvals have been secured. If you are making non-related changes, separate requests are the best way to ensure quicker processing.

It is important to understand your options before making your decision.

- [Pursuing a double major](#)
- [Pursuing a double degree](#)

Please work with your academic advisor if you have further questions about making any changes to your program(s) of study or degree programs.

Current Program of Study

First Major Media Arts and Design - BA
First Minor Writing and Rhetoric

[Add Major/Minor](#) [Drop Major/Minor](#) [Add/Change Concentration](#) [Cancel](#)

Students will be able to select from the available concentrations.

JAMES MADISON UNIVERSITY

MyMadison Student Academics MyAccounts MyServices

Main Menu ▾

Add Major/Minor

Please choose a major or minor to add.

Major/Minor: 0000001600 Biology - BS

Select any concentrations you wish to add with this major/minor.

Concentration:

[Add Major/Minor](#) [Cancel](#)

Look Up Concentration

Academic Plan #: 0000001600

Academic Sub-Plan #: begins with ▾

Description: begins with ▾

Academic Sub-Plan Type: [= ▾ ▾

[Look Up](#) [Clear](#) [Cancel](#) [Basic Lookup](#)

Search Results

View 100 First 1-3 of 3 Last

Description	Academic Sub-Plan Type
Ecology and Environmental Biol	Conc
Microbiology	Conc
Neuroscience	Conc

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**.

It is important to understand your options before making your decision.

- [Pursuing a double major](#)
- [Pursuing a double degree](#)

Please work with your academic advisor if you have further questions about making any changes to your program(s) of study or degree programs.

Current Program of Study		Proposed Program of Study	
First Major Undeclared		Major Accounting - BBA	

[Add Major/Minor](#) [Drop Major/Minor](#) [Add/Change Concentration](#)

Delete Request?	Request Action	Plan Type	Description	Status	Drop Reason	Requirements
<input type="checkbox"/>	Drop Major/Minor	Major	Undeclared	Not Submitted	<input type="text"/>	
<input type="checkbox"/>	Add Major/Minor	Major	Accounting - BBA	Not Submitted		Requirements

[Delete Selected Requests](#) [Cancel](#) [Submit Request](#)

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

Please work with your academic advisor if you have further questions about making any changes to your program(s) of study or degree programs.

Current Program of Study		Proposed Program of Study	
First Major Undeclared		Major Accounting - BBA	

Transaction Number: 2

Request Action	Plan Type	Description	Status	Drop Reason	Requirements
Drop Major/Minor	Major	Undeclared	Pending	Change in Personal Interests	
Add Major/Minor	Major	Accounting - BBA	Pending		Requirements

Message

Your request has been successfully submitted. Your confirmation ID for tracking purposes is 2. (25000,207)

Approval is not instantaneous. You will receive an email when all requests have been processed.

[OK](#)

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

Current Program of Study		Proposed Program of Study	
First Major Undeclared		Major Accounting - BBA	

i You may not make a Program of Study change at this time. You currently have a request in progress. Changes cannot be made until all current requests are completed.

Transaction Number: 2

Request Action	Plan Type	Description	Status	Drop Reason	Requirements
Add Major/Minor	Major	Accounting - BBA	Pending		Requirements
Drop Major/Minor	Major	Undeclared	Approved	Change in Personal Interests	