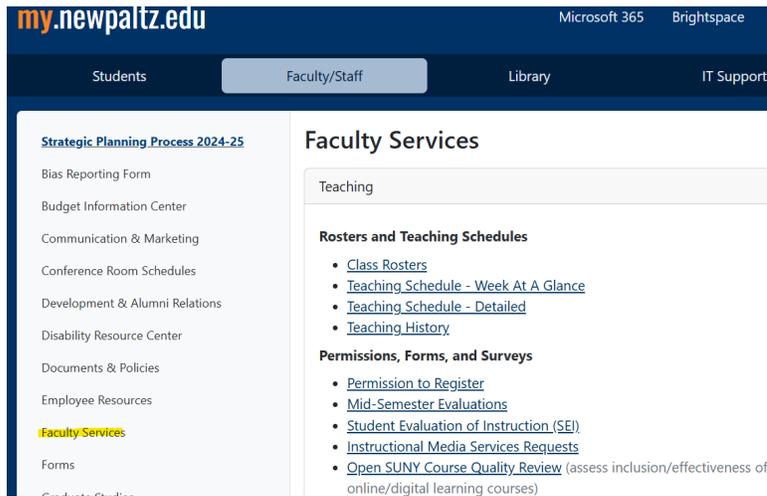


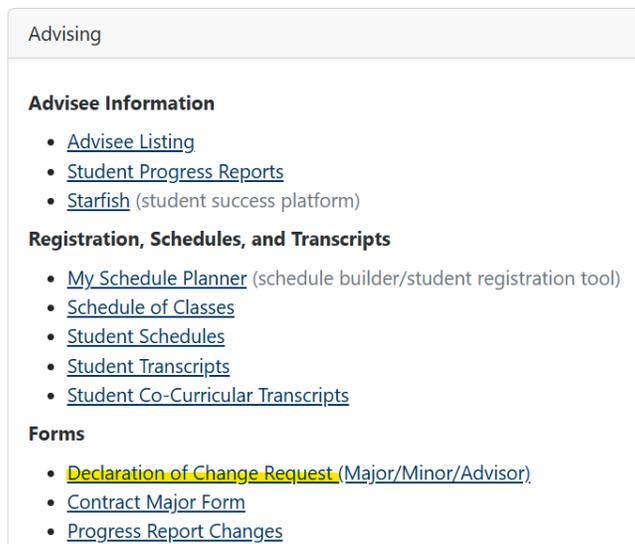


How to Process an AP Major Declaration in my.newpaltz.edu

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



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



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

Declaration of Change Request

Student Search

Name, ID or Email Address *

When searching by name, you may enter:

- All or part of a last name
- All or part of a last name followed by all or part of a first name separated by a comma
- All or part of a first name followed by all or part of a last name separated by a space

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

New Paltz STATE UNIVERSITY OF NEW YORK MYNEWPALTZ.EDU | LOGOUT

Declaration of Change Request

Current Information ⓘ How to Use This Form ⓘ

Please select ONE 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 ⓘ

Advisor

- Add an advisor ⓘ
- Change an advisor ⓘ

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

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Declaration of Change Request

Current Information ⓘ How to Use This Form ⓘ
In-Progress: Changing an Existing Major

Select a major from the list :

- Theatre Arts Major - Bachelor of Arts Degree
primary major within the primary curriculum
concentration - Performance

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

Declaration of Change Request

How to Use This Form
In-Progress: Changing an Existing Major

Select a major

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.

Declaration of Change Request

How to Use This Form
In-Progress: Changing an Existing Major

Select ONE of 's advisor records to be changed/replaced:

| | Advisor | Bannerid | Type | Primary Ind |
|-----------------------|---------------|----------|-----------------|-------------|
| <input type="radio"/> | Hong, William | | Minor Advisor | N |
| <input type="radio"/> | Mott, Lucien | | General Advisor | N |
| <input type="radio"/> | Sperry, Megan | | Major Advisor | Y |

Advisor change is not required for this request.

Previous Next

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

Declaration of Change Request

How to Use This Form
In-Progress: Changing an Existing Major

Enter Comments / Special Instructions (optional)

Previous Next

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.