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

- 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.