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SIS Job Aid #224

Batch Major Declare

This guide is for staff. It describes how to declare majors for a batch of students in one process.
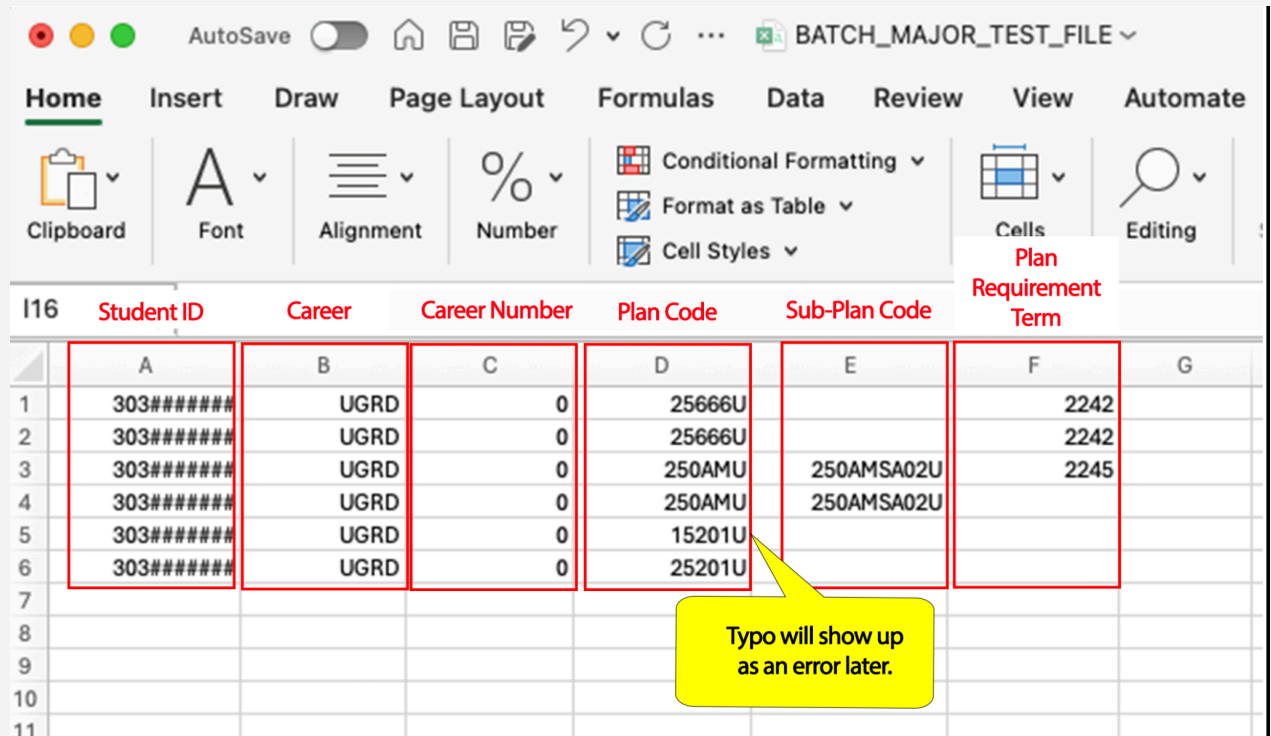
Contents

Prepare CSV File

1. Create a CSV file. Recommended naming convention: **CPP_UPDATE_102419**, where the 10/24/19 is the date. For a detailed explanation of CSV files, see [Job Aid 225: Create CSV File](#).

2. Use 4 columns with *no titles on the first row*:

   a. Column A = Student ID

   b. Column B = Career

   c. Column C = Career number (usually 0 for their first CPP stack)

   d. Column D = Academic plan code

   e. Column E = Academic sub-plan code

   f. Column F = Plan requirement term (if left blank current requirement term will be preserved)

Warning: Two conditions must be met for the process to complete:

    a) *The student must be undeclared in the advisor's school (for example, an undeclared L&S student can be declared into English, but not into Chemistry)*

b) The Academic Plan Code must be assigned to the advisor (for example, an advisor in English can only declare English majors).
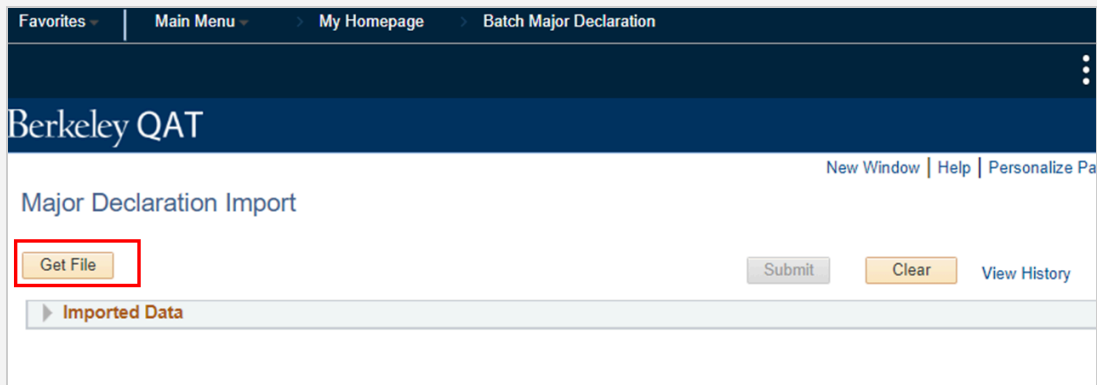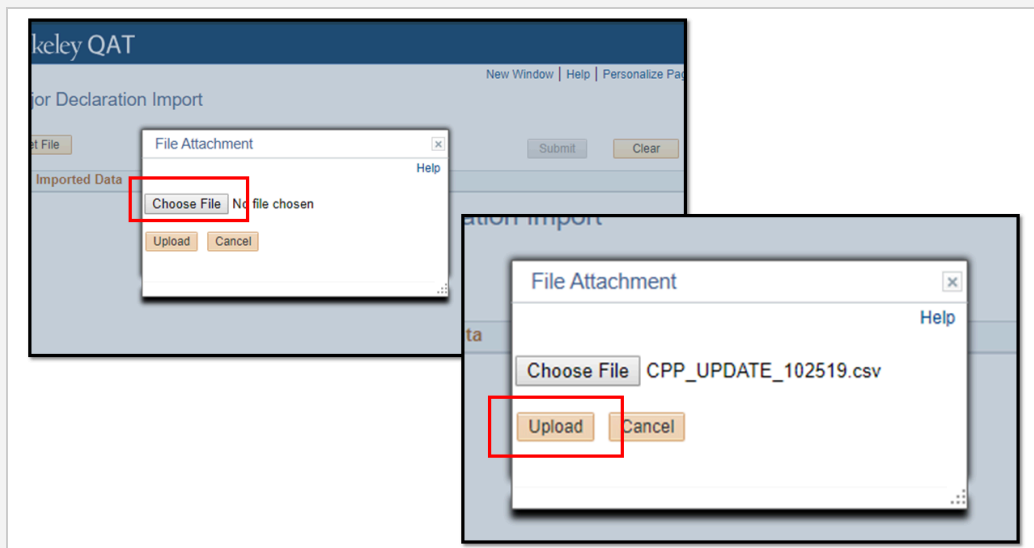

Upload & Run File

1. **NavBar > Navigator > CAL Components > Student Records > CPP > Batch Major Declaration**
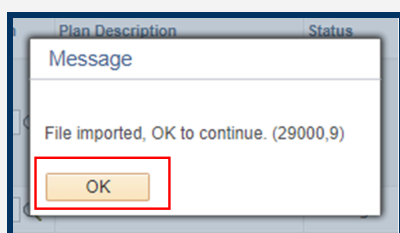
2. Select **Get File**.

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3. Select **Choose File**.

4. Choose correct CSV file on your computer. The file name will appear. Select **Upload.**

5. Select **OK.**

6. The contents of the file will be uploaded and displayed. *Note: The computer displays the students in order of their ID numbers. This may not be the order listed in the CSV file.*

7. Check the following rows carefully:

    a. **Name** - If there was a typo on the SID, you may find it by reading the names.

    b. **Status** - Check for errors and correct as needed.

8. If needed, select **Clear** to erase all the rows. Then use **Get File** to choose a new CSV file.

9. If needed, you may update individual fields. In our example, the **Academic Plan** has a typo. You may type the correct code into the field or use the search icon to find it.

10. When you are satisfied the data is correct, select **Submit**.

11. Select **OK.**

12. The process is now complete. You may **View History** to confirm.

*Warning: Once you **Submit**, you will not be able to un-do it. You will need to contact the Office of the Registrar to remove the major.*
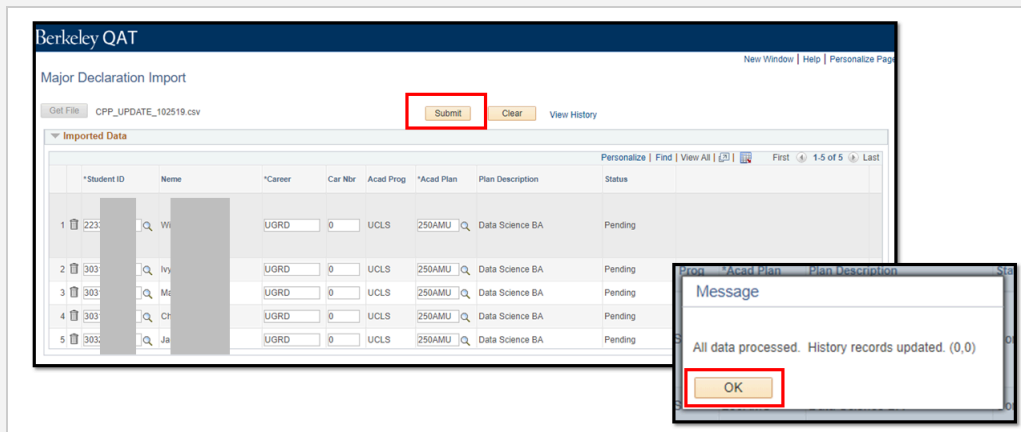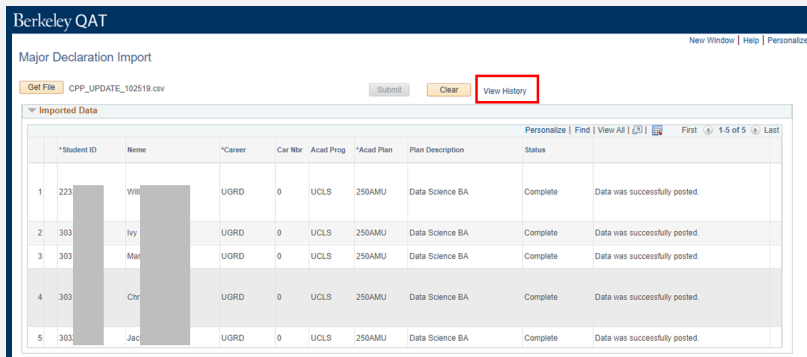
View History

At any time, you may view a history of all your Batch Major Declarations. You may want to do this immediately after running the process to confirm that it is complete.

1. Select **View History.**

2. Your complete history will be displayed. You may use the search criteria to narrow down the list or find specific students.

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