

Directions for Department Approvers

1. You will receive an email for each student who formally applies to a major, minor or concentration in your department. The email will tell you the student, the action they wish to take, contain the text of the answers to their universal, department-specific and major-specific questions, as well as a link to their online degree check. The email will look (roughly) like this:

| | |
|---------|---|
| Subject | Application to Major/Minor: <i>English Literature</i> |
|---------|---|

An application has been submitted by a student to apply for a Major, Minor or Concentration within your department. Please follow the link below to review, then either approve or deny the student's application.

Student: *John Doe*
Student ID: 900012345
Action: add major English
Dept. GPA: 3.7

Questions and Answers
Briefly explain your interest in this major.
(Student answer goes here.)

Who is your faculty advisor for this major or minor?
(Student answer goes here.)

[View degree information here](#)

[Review Application](#)

2. When you are ready to review the application, click on the “review application” link. This will take you to the workflow application. You may be required to log in, and if so, use your SPU credentials. You are only able to access the workflow tool from an on-campus computer, or when connected via the VPN. Only the approver who got the email will have access to the item in workflow.

Student Name: [Redacted]
Student ID: [Redacted]

See the student's requested changes to Major, Minor or Concentration below.

We have included a direct link to the student's course and major/minor history for perusal of more details about the student's academic history. Included there are details such as different forms of GPAs, completed coursework, grades and other Majors or Minors in which the student is engaged.

Please provide a decision to approve or deny this application and include any reasons you would like sent to the student and his/her faculty advisor(s) explaining your decision.

Submitted: 01-Jul-2015 03:45:09 PM
Requested Changes: add major Mathematics
Student Information: [Student Degree Check Info](#)
Dept. GPA: 4

If you wish to change the student's advisor information, you may do so by emailing advisorchange@spu.edu.

Questions/Answers:

Question: Briefly explain why you have chosen this major or minor.
Answer: TEST

Question: Who is your faculty advisor for this major or minor?
Answer: TEST

* Decision

Admit Deny

Public comment::

Complete

Cancel

[Top](#)

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3. Click on the “approve” or “deny” radio button. You are welcome to put any text in the “Reason” box. These are considered public comments, and will be sent to the student.
4. Click “Complete/Submit”. Upon clicking, the workflow process will resume running through completion. Notifications will be sent to the student, each of their faculty advisors, and to the department approver(s) confirming the change. The student’s banner curriculum record will be updated immediately.

Please note:

- Curriculum updates are applied to the term in which the approver takes action. For example, if a student applies to the English Major in May 2015, and the approver reviews and approves it in July 2015, the effective term for the major will be Summer 2015 (2015-2016 Academic Year). This becomes very important if your catalog requirements change from year to year. You may choose to hold on to some approvals until summer quarter starts to ensure that they follow the upcoming year’s requirements, whereas others you may wish to approve no later than the end of spring quarter’s finals to ensure that student follows current year’s requirements.

Directly Accessing Workflow

Rather than review applications as they come in, some departments may opt to process all they have in the queue at set intervals (monthly or quarterly, for example). In this case, it might be more desirable to access the “worklist” of submitted major/minor applications directly, rather than accessing each item individually via the notification email. You

will want to do this through Workflow. This is the tool that hand-holds the application from point of submission to point of decision, and sends out the notifications. You can access workflow via the “review application” link in the application emails, or via direct access through the workflow tool. My recommendation would be to bookmark this link: <https://workflow.spu.edu/workflow/home/worklist.do> I find that to be the fastest. To navigate from the SPU homepage:

- Click “mySPU” in the upper right hand corner
- Click “View All”. This takes you to the SPU Online Services Page.
- Click “All” (one of the four tabs).
- Scroll down until you reach the section labeled “Tools”, and select “Banner Workflow”.



Keep in mind that you either need to be working on campus to access workflow, or utilize Citrix or the VPN to have a secure connection.

Major/Minor application reporting

To report on applications that are in process, or to view admitted majors or minors, you can utilize the university’s reporting tool: Argos. I find it fastest to access it from the direct link: <https://argos.spu.edu/>, but you can also get to it from the homepage. To navigate from the SPU homepage:

- Click “mySPU” in the upper right hand corner
- Click “View All”. This takes you to the SPU Online Services Page.
- Click “All” (one of the four tabs).
- Scroll down until you reach the section labeled “Tools”, and select “Argos”.

Using either method, you’ll then be prompted to log in.

- Log in using your SPU Credentials.
- Click “argos web viewer” (just “argos” will take you to the client view which isn’t as visually friendly)
- Click on “Student Academic Services”
- Click on “General SAS Reports”
- Select from the reports on the list.

You should have access to at least these three.

- **Major Minor or Concentration Applicants.** This will allow you to see who is currently pending in Workflow. These will be students who have applied to a major or minor in your department, but have not yet been approved or denied. Simply select your department from the drop down, and then click “quick view”. If it’s helpful to you, you can export the data to excel by clicking on the gear in the lower right hand corner of the data box.
- **Major Admits by Term.** This will allow to see all of the students that you’ve admitted in a specific term. Example: you can see everyone you admitted to the major in Spring quarter. To use, fill in all the information down the left-hand side of the dashboard, and then click “quick view”.
- **Majors by Department.** This will allow you to see all of your majors, admitted and intended, that are active students. Fill in all the information along the left side of the dashboard, and click “quick view”. This will pop up a new window with some basic info about this population. For a more expanded report, click on “Reports”

in the grey bar just above the dashboard, then select “Majors by Department Report” and then click “Run”. This will allow you to open a .csv file with additional info.

Questions? If you run into issues with the process, please email sascsm@spu.edu (Student Academic Services Tech Team) and we will be happy to help!