



# New Student Information System User Manual

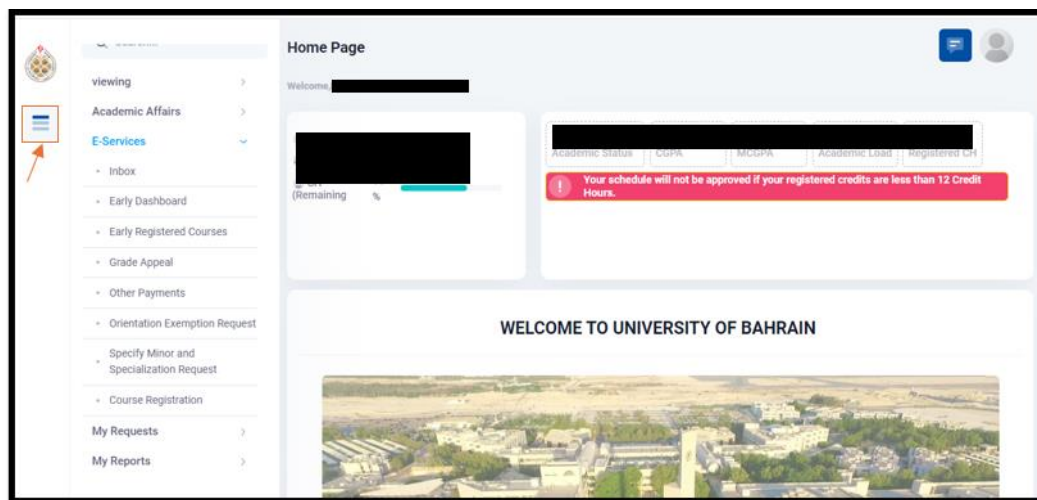
User Account: Student  
Request: Minor Program

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## Request overview:

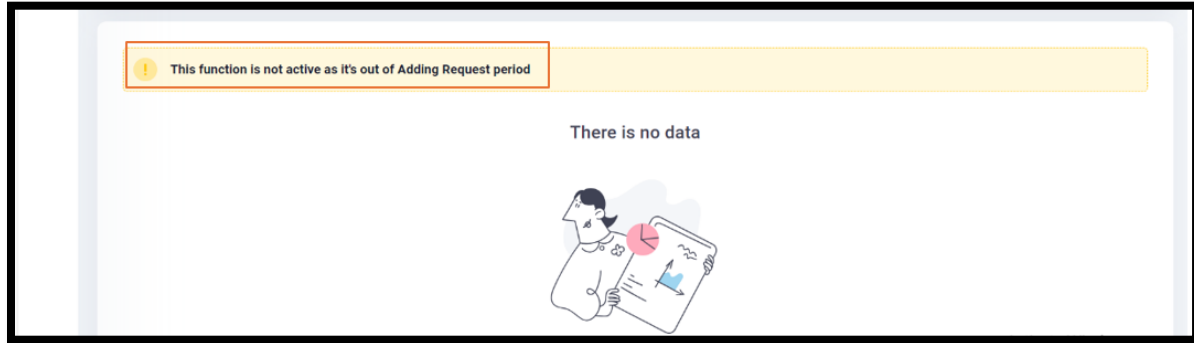
The system facilitates the submission of minor specialization requests for eligible students in certain major programs. Upon submission, requests are directed to the respective department head for evaluation and decision (approval or rejection).

## Steps to make the request:



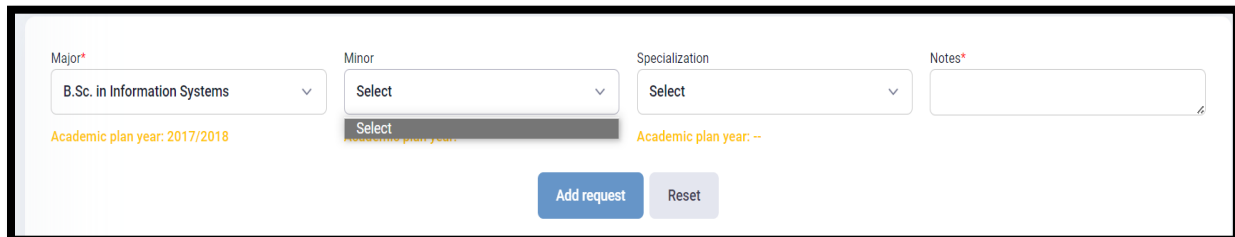
### **1. Accessing the Minor Program service:**

- Navigate to the homepage and click on the menu icon positioned on the left side of the page.
- From the expanded menu, select "E-Services".
- Choose "Specify Minor and Specialization Request" from the subsequent options.



## 2. Eligibility and Availability Check

- If a message appears indicating that you cannot define a minor, this signifies that the application period has either concluded or not yet commenced.



If the "Minor" option is unavailable, it indicates that your current major does not offer a minor specialization. In such cases, a change of major may be necessary.

- Important Note: The designation of your major may be subject to change depending on the selected minor, as some minors are shared across multiple major programs.



Major\*  Minor  Specialization  Notes\*

B.Sc. in Chemistry - Single  
B.Sc. in Chemistry - Major

Academic plan year: 2017/2018 Academic plan year: --

### 3. Selecting a Minor

- If your major includes the option for a minor, you will be presented with a list of available minor specializations.
- Select your desired minor from the provided options, you may include any additional notes.
- After making your selection and adding any necessary notes, click on "Add Request" to submit your application.

### 4. Cancelling a Minor Specialization

- If you wish to cancel a previously selected minor specialization, choose the "Single" option.
- Click "Add Request" to confirm the cancellation.