

Declaration Review Page

Once you have selected a declaration to review you will be presented with all of the data associated with this program declaration.

Student Information

This is a list of fields that contains the student's identifying information.

Major/Minor Declaration Information

This section will show the type of declaration, major (or minor), and track the student wishes to declare. In this section the list of courses the student wants to use to satisfy the program will appear along with an additional free form comments area.

Primary Writing Requirement

This section indicates the primary writing requirement declaration for the student.

Rochester Curriculum Registration

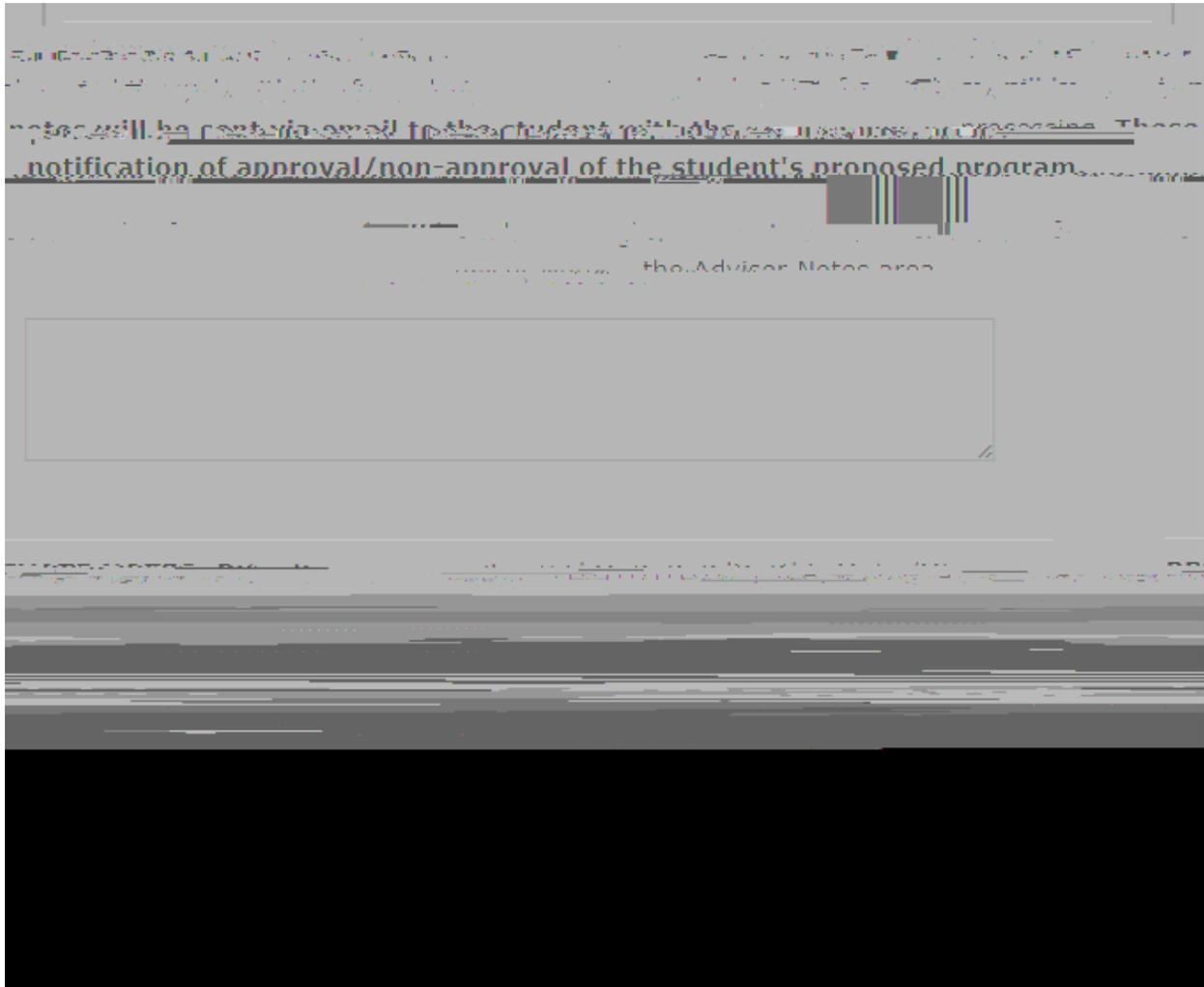
This area contains the student declarations for each of the three areas of the Rochester Curriculum. There is also a box indicating whether the student is a transfer.

Overlap Declarations

This section indicates overlaps. If the student has indicated any overlapping courses between programs they will be displayed here, otherwise there will be an indication that there are no overlapping courses between other Majors/Minors.

Save/Approve/Reject

The last two text boxes at the bottom of the page are the only areas that are modifiable on this page. This is where an advisor can put in any comments regarding the declaration and choose to save it without taking any action, approve the Declaration, or reject the Declaration. **There is a section for comments to the student. Another box for saving private comments that will not be sent to the student is for your departmental use as your deem necessary.**



Save Comments and Take No Action

You can use this button to save comments without emailing the student. This would be useful if you want to make a note to yourself or for other advisors with access without actually approving or rejecting the declaration.

NOT Approving a declaration

Marking a declaration as NOT Approved will send any comments you have made in the text box to the student via email, as well as notifying them that the declaration has not been approved. Students will then be able to correct the form based on the notes being returned to them on the declaration. They may then resubmit it.

Approve a Declaration

Approving the declaration will send any comments you have made in the student text box to the student via email and notify them that the declaration has been approved. The form will

Data Access

Click on the **add** button to download data regarding the above device or create a new device.

Fields marked with a * are required fields.

Declaration Type:

NOTE: Fields marked with a * are required fields.