

HOW TO CHANGE YOUR MAJOR VIA TRUVIEW

1. LOGIN TO TRUVIEW

The screenshot shows a Windows Internet Explorer browser window displaying the Truman State University website. The address bar shows <http://www.truman.edu/>. The website header features the Truman State University logo and navigation links: ADMISSIONS, ABOUT TRUMAN, ACADEMICS, STUDENT LIFE, ALUMNI & DONORS, and ATHLETICS. A search bar is located in the top right corner. Below the navigation bar, there is a large banner image of a graduate with the text: "Truman has the highest overall graduation rate among Missouri's public colleges and universities. —Missouri Department of Higher Education". To the right of the banner is the TruView login portal, which includes a search bar, a "TruView portal" label, and a login form with fields for "user name" and "password", and a "Login" button. Below the banner, there are several sections: "Inside Truman" with a list of links (Apply Online, Make A Gift, Financial Aid, Contact Truman, Offices, Map, Bookstore, Human Resources, Library, Information Technology Services); "CALENDAR" with a list of events (7/29 Pedagogy for Today's Truman Student, 7/29 Teaching With Technology); "TRUMAN TODAY" with a video player showing "Experience Truman" and a "Scholarship Opportunities" announcement from AES Engineers; and a "Find us on Facebook" button. The Windows taskbar at the bottom shows the Start button, several open applications (Google, DegreeW..., Oracle Ap..., Oracle De..., Repeat, My Docu..., Microsoft ...), and the system tray with the time 2:59 PM.

Truman State University
Nationally Ranked, Affordable, Personal

ADMISSIONS | ABOUT TRUMAN | ACADEMICS | STUDENT LIFE | ALUMNI & DONORS | ATHLETICS

TruView portal

user name
password
Login

Truman has the highest overall graduation rate among Missouri's public colleges and universities. —Missouri Department of Higher Education

Inside Truman

- Apply Online
- Make A Gift
- Financial Aid
- Contact Truman
- Offices
- Map
- Bookstore
- Human Resources
- Library
- Information Technology Services

CALENDAR

- 7/29 Pedagogy for Today's Truman Student
- 7/29 Teaching With Technology

TRUMAN TODAY

July 27, 2010
Scholarship Opportunities
AES Engineers is providing \$500 scholarships to students, regardless of courses being studied, who meet certain criteria [Read more...](#)

Experience Truman

Find us on Facebook

Apply Now

2. CLICK ON THE STUDENT TAB

The screenshot shows a Windows Internet Explorer browser window displaying the SunGard Higher Education website. The browser's address bar shows the URL: http://truview.truman.edu/tag.199b0951d8fbb36.render.userLayoutRootNode.uP7uP_root=root&uP_sparam=activeTab&activeTa. The website header features the TRUView logo and the text "TRUMAN STATE UNIVERSITY". A welcome message reads "Welcome Rebecca Charles. You are currently logged in." The navigation menu includes tabs for MyView, FAQs, Blackboard, Searches, Kirksville, Student, Faculty, Staff, Alumni, Employee, Sample, and Masters App. The "Student" tab is highlighted with a red box. The main content area is divided into several sections:

- Banner Services Availability:** The links on this page will be available *except* during the following times:
 - Sunday - Saturday 2am CST - 5am CST
 - Maintenance Windows Friday 9pm CST - Saturday 2am CST Saturday 9pm CST - Sunday 2am CST
- My Registration:**
 - Search the open course list
 - Check my registration status
 - Register for classes or change my schedule
 - Check My First Semester Schedule (Summer Orientation) (New Freshmen Only)
 - Withdraw from all courses for a selected semester
 - Instructor Rating Results
 - Application for Graduate Admission
- My Academic Records:**
 - View Early Progress Reports (replaces midterm grades)
 - View my final grades
 - View my transcript
 - DegreeWorks
 - Change, Add, Drop Majors/Minors or Catalog
 - Individualized Plan for MAJOR and MINOR Degree Requirements
- My Personal Information:**
 - Verify/Update Local Address and Phone
- My Schedule:**
 - View my current schedule by day and time
 - View my detailed schedule
 - Order Books from Truman Bookstore
 - Assessment & Testing Menu
- Academic Profile:** Primary
 - Class Standing: Graduate
 - Degree: Master of Arts
 - Level: Graduate
 - Program: MA in English
 - Admit Term: Fall 2010
 - Catalog Term: Fall 2010
 - College: Sch of Arts and Letters

The Windows taskbar at the bottom shows the Start button, several open applications (Google, DegreeW..., Oracle Ap..., Oracle De..., Repeat, My Docu..., Microsoft ...), and the SunGard Higher Education application. The system tray displays the date and time as 2:59 PM.

3. CLICK ON THE LINK “CHANGE, ADD, DROP MAJORS/MINORS OR CATALOG.”

SunGard Higher Education - Windows Internet Explorer

http://truvieview.truman.edu/tag.199b0951d8fbb36.render.userLayoutRootNode.uP7uP_root=root&uP_sparam=activeTab&activeTa

My Account
Content Layout

Welcome **Rebecca Charles**
You are currently logged in.

E-mail Groups Logout Help

MyView FAQs Blackboard Searches Kirksville **Student** Faculty Staff Alumni Employee Sample Masters App July 29, 2010

Banner Services Availability

The links on this page will be available except during the following times:

- Sunday - Saturday
2am CST - 5am CST
- Maintenance Windows
Friday 9pm CST - Saturday 2am CST
Saturday 9pm CST - Sunday 2am CST

My Registration

- [Search the open course list](#)
- [Check my registration status](#)
- [Register for classes or change my schedule](#)
- [Check My First Semester Schedule \(Summer Orientation\)](#)
(New Freshmen Only)
- [Withdraw from all courses for a selected semester](#)
- [Instructor Rating Results](#)
- [Application for Graduate Admission](#)

My Schedule

- [View my current schedule by day and time](#)
- [View my detailed schedule](#)
- [Order Books from Truman Bookstore](#)
- [Assessment & Testing Menu](#)

Academic Profile

Primary

Class Standing:	Graduate
Degree:	Master of Arts
Level:	Graduate
Program:	MA in English
Admit Term:	Fall 2010
Catalog Term:	Fall 2010
College:	Sch of Arts and Letters
Campus:	Main
Major and Department:	English, English & Linguistics

My Academic Records

- [View Early Progress Reports](#)
(replaces midterm grades)
- [View my final grades](#)
- [View my transcript](#)
- [DegreeWorks](#)
- [Change, Add, Drop Majors/Minors or Catalog](#)
- [Individualized Plan for MAJOR and MINOR Degree Requirements](#)

My Personal Information

- [Verify/Update Local Address and Phone](#)
- [Faculty Profile](#)
- [View my address\(es\)](#)
- [View my e-mail address\(es\)](#)
- [View emergency contacts](#)
- [Update emergency contacts](#)

Done

start Google DegreeW... Oracle Ap... Oracle De... Repeat My Docu... Microsoft ... SunGard ... 3:00 PM

3. CHOOSE THE CATALOG THAT YOU WISH TO USE BY USING THE DROP DOWN MENU THEN CLICK SUBMIT.

The screenshot shows a web browser window titled "SunGard Higher Education - Windows Internet Explorer". The address bar contains the URL: http://truview.truman.edu/cp/render.UserLayoutRootNode.uP?uP_tparam=utf&utf=%2Fcp%2Fip%2Flogin%3Fsys%3Dsc%26url%3F. The page header features the "TRUView TRUMAN STATE UNIVERSITY" logo and navigation links for "Back to Student Tab", "E-mail", "Groups", "Logout", and "Help". Below the header, the main heading is "Select Catalog". A sub-heading reads: "Students must meet the requirements for the degree or degrees including all majors and minors using one catalog. Please select the catalog you plan to use for all your degree requirements." The form contains a "Catalog:" label next to a dropdown menu currently set to "2010", and a "Submit" button. At the bottom of the page, it says "RELEASE: 7.3" and "powered by SUNGARD SGT HIGHER EDUCATION". The Windows taskbar at the bottom shows the Start button and several open applications, including Google, DegreeW..., Oracle Ap..., Oracle De..., Repeat, My Docu..., Microsoft..., and SunGard ...

4. IF YOU CHOSE A CATALOG YEAR THAT IS DIFFERENT FROM YOUR CURRENT YEAR, IT WILL ASK YOU TO VERIFY THAT YOU WANT TO CHANGE YOUR CATALOG. TO DO THIS, CLICK SUBMIT.

Screenshot of a web browser window showing the TRUView website. The browser title is "SunGard Higher Education - Windows Internet Explorer". The address bar shows the URL: http://truview.truman.edu/cp/render.UserLayoutRootNode.uP?uP_tparam=ulf&utf=%2Fcp%2Fip%2Flogin%3Fsys%3Dscst%26url?. The page content includes the TRUView logo and "TRUMAN STATE UNIVERSITY". Navigation links include "Back to Student Tab", "E-mail", "Groups", "Logout", and "Help". The main heading is "Select Catalog". Below the heading, a message states: "* - indicates a required field. Your current active catalog is different than the catalog you have chosen. Which catalog do you want?". The "Current Catalog" is listed as "Fall 2010". The "Catalog" field is a dropdown menu currently set to "2009". A "Submit" button is located below the dropdown. At the bottom of the page, it says "RELEASE: 7.3" and "powered by SUNGARD SGT HIGHER EDUCATION". The Windows taskbar at the bottom shows the start button, Google, and several application icons, with the system clock displaying 3:02 PM.

5. THE NEXT SCREEN SHOWS YOUR CURRENT PROGRAM FIRST.

Screenshot of a web browser showing a "Degree Program Update" page for Truman State University. The browser title is "SunGard Higher Education - Windows Internet Explorer". The address bar shows a URL from truman.edu. The page header includes the TRUView logo and navigation links like "Back to Student Tab", "E-mail", "Groups", "Logout", and "Help".

Degree Program Update

Please note:
- Some majors and minors require School/College approval.
- Your catalog year will affect the requirements for your degree. A student's default catalog is the catalog for the year he/she entered Truman. Students may move up to a newer catalog, but may not move back.

Current First Major and Degree

First Major and Degree:	MA in English
First Concentration for First Major:	
Second Concentration for First major:	
First Minor:	
Second Minor:	
Professional Interest:	

Update First Major and Degree to:

First Major and Degree:	No Change
First Concentration for First Major:	
Second Concentration for First Major:	
First Minor:	None or No Change
Second Minor:	None or No Change
Professional Interest:	None or No Change

Current Second Major and Degree

Second Major and Degree:	
First Concentration for Second Major:	

A purple callout box with a purple arrow points to the "Current First Major and Degree" section. The text inside the box reads: "If part of your current program will be the same, then do not change it on the menus below."

6. SCROLL DOWN TO MAKE CHANGES TO YOUR CURRENT PROGRAM. THEN CLICK SUBMIT.

Screenshot of the SunGard Higher Education website showing a form for updating a student's first major and degree. The form includes sections for 'Current First Major and Degree' and 'Update First Major and Degree to:'. The 'Update' section has dropdown menus for 'First Major and Degree', 'First Concentration for First Major', 'Second Concentration for First Major', 'First Minor', 'Second Minor', and 'Professional Interest'. A 'Submit' button is at the bottom.

Current First Major and Degree
First Major and Degree: MA in English
First Concentration for First Major:
Second Concentration for First major:
First Minor:
Second Minor:
Professional Interest:

Update First Major and Degree to:
First Major and Degree: No Change
First Concentration for First Major:
Second Concentration for First Major:
First Minor: None or No Change
Second Minor: None or No Change
Professional Interest: None or No Change

Current Second Major and Degree
Second Major and Degree:
First Concentration for Second Major:
Second Concentration for Second Major:
Professional Interest 2:

Second major and Degree: None or No Change
First Concentration for Second Major:
Second Concentration for Second Major:
Professional Interest: None or No Change

Submit

If you want to change your first major, use this drop down list. Some Majors require a concentration.

If you want to add a minor(s), select them here. To drop a minor, choose "Drop [First] Minor" from the menu.

To add a second major, use this menu. Again, don't forget to add a concentration if it is required.

8. AFTER YOU CLICK SUBMIT, IT WILL SHOW YOU YOUR NEW PROGRAM WITH YOUR REQUESTED CHANGES. YOU ARE DONE.

Screenshot of a web browser showing a "Degree Program Update" page on Truman State University's TRUView system. The page displays the following information:

You have asked for your degree program to be updated to:

First Major and Degree
First Major and Degree: BA in English
First Concentration for First Major: Criticism
Second Concentration for First Major:

First Minor:
Second Minor:
Professional Interest:

Second Major and Degree
First Major and Degree: BS in Exercise Science
First Concentration for First Major: Applied
Second Concentration for First Major:
Professional Interest:

RELEASE: 7.3

After you submit your requested changes, most will be applied by the Registrar's Office within a day. A few programs require approval of the department. These may take longer to be applied. If your changes have not been applied after a few days, contact the Registrar's Office.

For Questions:
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