Graduate School: Add, Change, Discontinue Major Training
Step-by-step Guide for Graduate Program Coordinators

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Add, Change, Discontinue Major Overview:

1. Students can request to add a new program, change their current program, or discontinue their current program electronically through their MyGradPortal.

2. The system sends an automated email to the student’s program coordinator (listed in the Unit Directory) notifying them of the request. Program coordinators log into their MyGradPortal to review the request and either approve or deny it.

3. Once action is taken by the program coordinator, an automated email is sent to the student notifying them of the decision made. The request gets routed to a workflow for the Graduate School Staff. They update SIS to reflect an add or change program request that has been approved by the program.

*Step-by-step instructions to follow*
Student Add, Change, Discontinue Major Process:

1. Students can request to either add, change, or discontinue their programs in their MyGradPortal
   a. They may submit one comprehensive PDF of any supplemental admissions materials the program requires

2. After the student submits their request, the program coordinator receives an automated email notifying them of the student’s request
   a. The email pulls from the Unit Directory, so whomever is listed as the coordinator is the one that receives the request
3. In order to take action, program coordinators must log in to their MyGradPortal.

   a. Actions will be completed under the right-most “program” tab.
Graduate Program Coordinator Process:

4. View requests made by the student by clicking “request form” in the same titled column

   a. Requests contain:
      i. New program
      ii. Current program
      iii. Empl ID
      iv. Effective term
      v. Dates of exams
      vi. Reasons for the request
Graduate Program Coordinator Process:

5. Requests can be reviewed by clicking “review” in the end column
   a. Reviews contain:
      i. Decision drop-down box with option to approve or deny
      ii. Recommendations for probation & conditions
      iii. Estimated completion date
      iv. Degree goal: level, either Master’s or PhD
Clicking the “Review History” tab brings coordinators to a list of all add/change program requests received.
Request History:

• The “Uploaded to SIS” column shows the date that the Graduate School staff has changed the student’s program in their SIS account
  • Or lists N/A to show that the Graduate School staff has not yet made this update
• The “Status” column reflects the “Uploaded to SIS” column by either stating added to sis, denied, etc.
• Requests to discontinue:
  • These requests are NOT routed to program coordinators, as they do not require program approval, thus they are not listed in the request history
Request History:

• The “Actions” column contains three options:
  • View request: you can see the student’s submitted request
  • View review: you can see the department’s review form of the student request
  • Delete review: you can delete the program decision

• Delete an Approval:
  • If program coordinators need to delete an approved request that has already been submitted they must:
    • Log into MyGradPortal
    • Click on “Review History”
    • In the right-hand “Actions” column, click “Delete Review”
Communication To Students Regarding the Add/Change Process:

Students will be notified of any decision and action taken on their add, change, or discontinue request submitted to the program.

• Add request approval:
  • FIRST NAME LAST NAME,
    Your request to add Program, Level has been approved and added to the student information system. Thank you.

• Change request approval:
  • FIRST NAME LAST NAME,
    Your request to add PROGRAM, LEVEL, and to discontinue PROGRAM, LEVEL has been approved and added to the student information system. Thank you.

• Discontinue request approval:
  • FIRST NAME LAST NAME,
    Your request to discontinue PROGRAM, LEVEL has been approved and added to the student information system. Thank you.
Communication To Students Regarding the Add/Change Process: (continued)

Students will be notified of any decision and action taken on their add, change, or discontinue request submitted to the program.

• Add request denial:
  • FIRST NAME LAST NAME,
  
  Your request to add Program, Level has been denied by the program. Please direct any questions about this denial to the program. Thank you.

• Change request denial:
  • FIRST NAME LAST NAME
  
  Your request to add Program, Level and to discontinue Program, Level has been denied by the program. Please direct any questions about this denial to the program you requested to add. Thank you.
Communication To Coordinators Regarding the Add/Change Process:

Program coordinators are notified automatically any time a student submits an add, change, or discontinue request.

• Add request notification:
  • LAST NAME, FIRST NAME put in a request to add PROGRAM, LEVEL. For more details and to review this request please go to my.grad.wisc.edu/Program Thank you.

• Change request notification:
  • LAST NAME, FIRST NAME put in a request to add PROGRAM, LEVEL, and to discontinue PROGRAM, LEVEL. If your program is the "Add Program" please go to my.grad.wisc.edu/Program for more details and to review this request. No action is required for the discontinue program request. Thank you.

• Discontinue request notification:
  • LAST NAME, FIRST NAME put in a request to discontinue PROGRAM, LEVEL. No action is required. Thank you.
Questions:

• If you experience any issues with the MyGradPortal or need help troubleshooting, contact:
  • Amy Kuether, Graduate School Director of Academic Services
    • (608) 265-0519
    • Amy.kuether@wisc.edu

• If an approved request needs to be added to SIS and hasn’t yet, contact the Graduate School Admissions Team:
  • For students with last names A-H: Rebecca Chapman
    • (608) 262-6479
    • Rebecca.chapman@wisc.edu
  • For students with last names I-O: Debbie Klimek
    • (608) 890-0318
    • Debbie.klimek@wisc.edu
  • For students with last names P-Z: Kasey Fiske
    • (608) 262-8811
    • Kasey.fiske@wisc.edu