

New Online Forms

- Minor Declaration
- Major Declaration
- Course Add/Drop
- Course Withdrawal
- Non-Houghton Courses

Overview

These forms are located on the Registrar's Office webpage under [Forms for Students](#). Students must initiate requests (submit forms) themselves. Once students click on the link, they must log in with their Houghton credentials and select the "new item" button to get started.

Several forms require faculty approval before being sent to the Registrar's Office. Here's how this works:

- Once the student submits the form, the system sends emails to the student's advisor, the course instructor, and/or a department chair asking for approval of the student's request. The email summarizes the request and provides a link to the approval page. This page will ask for your Houghton credentials and then provide buttons to approve or reject the request.
- If you approve the request, the system will automatically pass it on to the next person in line. You will receive a confirmation email when the process is complete and the Registrar's Office has made the appropriate changes.
- To reject the request, you must enter a reason in the "Rejection Reason" box. After recording your reason, click outside of the "Rejection Reason" text box, on something besides the "Reject" button, and then on the button itself. Your rejection reason will be sent to the student and the request will not move forward.
- Most forms include timed automatic approvals. You will be informed of automatic approval deadlines and notified when a request has been automatically approved on your behalf.

To edit fields in a form (this is only necessary for the Non-Houghton Course and Major Declaration forms; see below), open the link in your approval email and click on the item name located near the top of the page, after "This workflow task applies to..." Then click on the "Edit Item" button in the upper left-hand corner to make changes.

If you or a student has trouble accessing or submitting these forms, email helpdesk@houghton.edu. Direct specific questions/comments about form content to registrarsoffice@houghton.edu.

Minor Declarations

- This form requires students to specify their advisor and the minor(s) they wish to add/drop. Minor Declaration requests do not require faculty approval, but the student's advisor will be notified once the Registrar's Office has made the appropriate changes.

Major Declarations

- Students list all major(s) and concentration(s) as they should appear on their transcript, including those they have already declared. Any major/concentration students do not include on this form will be dropped. Students also list their advisor(s) and department chair(s).

- This form requires approval from the department chair for each of the student's new major(s). You may edit the new advisor field before approving the request. You will receive a reminder email if you have not responded to the request after one week; you then have 48 more hours before the request is automatically approved.

Course Add/Drop

- This form requires students to specify relevant course details, their advisor, and the number of credits they will have after the proposed schedule change. They must submit a separate request for each course (e.g., one request to drop a course and another to add a new course in its place). The form instructs students to include a note if they are making multiple requests at once.
- Add/Drop requests require approval from the student's advisor and the course instructor (in that order). If you are both the advisor and the instructor, you will receive only one approval email. You have 48 hours in which to respond to each request before it is automatically approved.
- This form is open to students during the add/drop period only. This means that if you receive a request over the weekend, it is because you are second in the approval process, **not** because the student submitted the form late.

Course Withdrawals

- This form requires the student to specify relevant course details, their advisor, and the number of credits they will have after the proposed schedule change. If students wish to withdraw from multiple courses, they must submit a separate request for each course.
- Course Withdrawal requests require approval from the student's advisor only. You have 48 hours in which to respond to each request before it is automatically approved.
- This form is only available to students during the withdrawal period. This means that if you receive a request after the withdrawal period has ended, it is because you are second in the approval process, **not** because the student submitted the form late.
- This form is for withdrawing from individual courses. Students wishing to withdraw from the College should use the "Withdraw from the College" form on the Registrar's Office webpage.

Non-Houghton Courses

- This form allows students to get approval for a non-Houghton course to meet a specific Houghton requirement. Students enter relevant course details and specify the specific Houghton requirement towards which the course applies.
- Non-Houghton Course requests require approval from the chair of the department corresponding to the Houghton requirement towards which the course applies. You may edit the specific requirement the course will fulfill if the student has filled out this field inaccurately.
- Advisors should remember that transfer credits must be completed with a grade of C- or above and are entered in the student's Houghton transcript with a grade of 'TR'.