

## Electronic CDMA Policy

As you may be aware, CASNR was involved in piloting an electronic CDMA form. During the pilot, it was only used for students changing from one CASNR degree program to another CASNR program. It is now ready for the entire university, and will be used for changes across colleges as well. There are many changes that can be processed using the electronic CDMA. As during the pilot, the CASNR changes will be initiated/approved by either Ramona Miller ([rmiller41@unl.edu](mailto:rmiller41@unl.edu)) or Karen Jackson ([kjackson2@unl.edu](mailto:kjackson2@unl.edu)). Here's a run-down of the changes that can be made on the electronic CDMA, as well as how to request the change. After the change is made, the student will receive a very generic email from the Office of the Registrar, informing them that a change has been made to their program. Please let the student know they should expect this communication.

I. Changes requested by student or advisor (or teaching coordinator/similar, if the unit funnels all such requests through a single individual)

### **A. Adding/Changing options:**

The student can request the change in the CASNR Dean's Office. Alternatively, the advisor can send an email to either Ramona Miller or Karen Jackson.

### **B. Changing catalog year:**

After consulting their advisor, the student can request the change in the CASNR Dean's Office. Alternatively, the advisor can send an email to either Ramona Miller or Karen Jackson.

II. Changes requested by student

### **A. Changing degree programs within CASNR (or changing to a degree program in CASNR):**

Student should initiate the change process in the CASNR Dean's Office in 103 Ag Hall.

### **B. Changing to a degree program outside of CASNR:**

The new college must initiate this change. The student needs to contact an advisor in his/her new college.

### **C. Changing advisor:**

Student should initiate the change process in the CASNR Dean's Office in 103 Ag Hall. These changes may also be emailed to Ramona Miller or Karen Jackson by a unit teaching coordinator/similar, if this is the common practice in a unit.

### **D. Adding/Dropping minors:**

Student should initiate the change process in the CASNR Dean's Office in 103 Ag Hall.