

## SACJ Group Explore (Change of Major) Appointment Process

1. Group Explore Dates are predetermined and will be published online by the start of each term.
2. Students will identify the date they wish to attend and schedule their appointments via CU Navigate. Any issues with registration should be forwarded to Sisireia Simmons via email ([sisires@clemson.edu](mailto:sisires@clemson.edu)).
3. Students will receive an email no later than 2 days prior to the Explore appointment date confirming receipt of the form. Students are asked to sign into the meeting within 5 minutes prior to the start time for the purpose of attendance taking. Students will also need to ensure cameras are on during the meetings to verify their identity. Meetings will begin promptly at scheduled times. Students will not be granted access once the meeting has started and will be marked in CU Navigate as a “No Show.” If you are considered a “No Show” you will need to register for another date.
4. During Group Explore Meetings, students will receive a general overview about the intended major, major requirements, study abroad opportunities and available resources. If students have other questions, they will be welcome to schedule a follow-up appointment for “general advising” or contact Sisireia Simmons via email ([sisires@clemson.edu](mailto:sisires@clemson.edu)).
5. After the appointment, students will need to submit the Undergraduate Change Request Form via iRoar. Instructions for submitting the request are included in the student’s appointment notes. Once the change of major request has been approved, students will be notified and reassigned to the appropriate SACJ advisor.

**\*\*Individual appointments are available monthly on a limited basis. Dates for these appointments are also pre-determined.**

