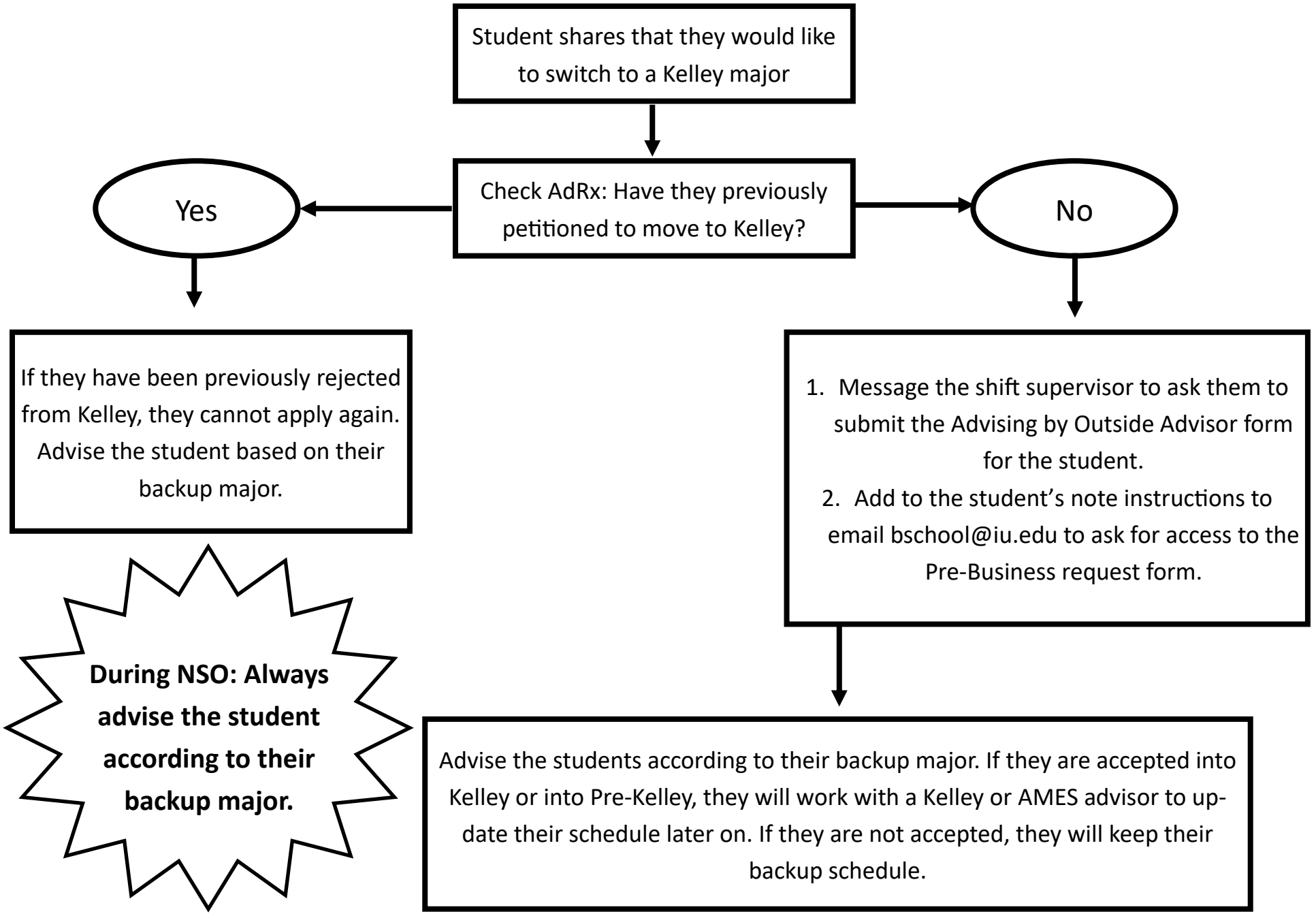
Student shares that they would like to switch to a Kelley major
Check AdRx: Have they previously petitioned to move to Kelley?
Yes
No
If they have been previously rejected from Kelley, they cannot apply again. Advise the student based on their backup major.
1. Message the shift supervisor to ask them to submit the Advising by Outside Advisor form for the student.
2. Add to the student's note instructions to email bschool@iu.edu to ask for access to the Pre-Business request form.
During NSO: Always advise the student according to their backup major.
Advise the students according to their backup major. If they are accepted into Kelley or into Pre-Kelley, they will work with a Kelley or AMES advisor to update their schedule later on. If they are not accepted, they will keep their backup schedule.