

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

1. Group Explore Dates will be published online after the start of each term.
2. Students will identify the date they wish to attend and register for the corresponding date using the link provided. Any issues with registration should be forwarded to Sisireia Simmons via email ([sisires@clemson.edu](mailto:sisires@clemson.edu)).
3. Each month's registration link will expire 3 business days prior to the first appointment for the month.
4. Students will receive an email no later than 2 days prior to the Explore appointment date confirming receipt of the form. This email will also provide students with a unique meeting code and Zoom link. They will be asked to sign into the meeting within 5 minutes prior to the start time for the purpose of attendance taking. You will also need to ensure your cameras are on during the meetings to verify 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.
5. After the appointment, student will need to submit the Undergraduate Change Request Form via iRoar.
6. If students have other questions, they will be welcome to schedule a follow-up appointment for "general advising" or contact me via email.