Submitting an Academic Program Change

Submitting an undergraduate change of major, minor, concentration or certificate using the ARIESweb Academic Program Change tool

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Accessing the Academic Program Change Tool

- This tool will only work for undergraduate students who are currently degree-seeking.

- Newly Admitted and Readmitted Students (students who haven’t started attending classes) can change their programs through the Office of Admissions before the first day of the term.

- Graduate Students should contact the Graduate School if there are questions about their program.

1. After logging into ARIESweb, search for the student’s record by entering the student’s CSUID, or searching using the last and first name fields

2. On the student detail page, scroll to the bottom and select Academic Program Change - Undergraduate
1. The top box of the Academic Program Change page includes a Student Summary with key details and reminders about programs and this tool.

   a. **Current Program**: displays the student’s current program based on the current term. This will include multiple fields of study (major, minor, concentration, certificate).

   b. **Academic Program Change History**: Use the white plus sign on the right side of this header to expand the student’s program change history using this tool.

      i. This will display any Academic Program Change that has been submitted through this tool.

         1. This includes changes currently pending, changes that have been successfully completed, changes that were cancelled by the initiator, and changes that were denied by the student or were unsuccessful due to the pending change expiring.

         2. To see the details of a change, use the grey plus sign...
3. A message of “No digital history available for this student” in this area means an Academic Program Change has never been submitted through this tool. If the student had a program change using an emailed or paper form, documentation of that change can be found on the student’s Electronic Documents section of their student page in ARIESweb.

2. The bottom box offers the tool to submit an Academic Program Change. The Academic Program Change tool has six steps.

- Students can also drop a program on their own via RAMweb. Students must always have at least one active major and will not be able to drop their only major.
- Additional documentation and resources like FAQ’s for this tool can be found on the Office of the Registrar website.
Submitting an Academic Program Change – General Process

Academic Program Change requests can be submitted using the Create New Academic Program Change request box. The following instructions will use adding a major as an example.

- You should only submit a program addition/adjustment for a program which you directly advise.
- You can submit more than one program addition at a time! For example: if a student wants to add a major and a minor which you directly advise, you can submit them in the same session.

The overall process for an Academic Program Change:

1. Departmental representative submits Academic Program Change using this tool.
2. Students review and approve/deny the pending Academic Program Change in RAMweb.
   a. Once a change is submitted by the department, the student will receive an email alerting them of a pending change that requires their review.
3. The Office of the Registrar will process and update the student’s record.

After the selection for each step below, use the Next button to move onto the next step. If you need to make changes, you can use the Previous button.

Step 1: Select the type of action you will be taking:

1. **Add Program:** Requires a department representative to submit. This acts as departmental approval that a student will be a part of that program.
2. **Drop Program:** Students can also submit drop actions on their own in RAMweb without requiring departmental approval. Students must always have at least one active major and cannot drop their only major.
Step 2: Select the Field of Study
Options include the following:
1. Major
2. Minor
3. Concentration
4. Certificate

Step 3: Confirm what type of adjustment needs to take place
Generally, the options include:

1. Doing a one-to-one swap where the new program will take the existing program’s place. For example: a student who wants to change their current major to something else.
2. Adding this new program as the primary program of that type and make the existing program secondary. For example: a student who wants to add a second major but wants their existing major to be their second major.
3. Adding this new program as an additional program on their record. For example: a student who wants to add a new major as their second major.
Step 4: Select the College
Select the College for the program adjustment you want to make. Please only select the College of the program(s) that you directly advise/support.

Step 5: Select the Field of Study
Select the specific program that will be added. Please only select the program that you directly advise/support.
a. If you are adding a major that has valid concentrations, you have the option of adding the concentration here.

Step 6: Enter Any Additional Information (Optional)
This would offer any clarifying information that’s necessary for the Academic Program Change processing team to know. This field is optional, and please note students will not be able to see any comments entered here.
Examples of comments that might be included:

1. Adjusting the order of the student’s existing programs (also known as a priority).
2. Making the program’s Catalog Term different from the default. These are generally unique circumstances.

Step 7: Review and Submit for Student Review and Processing

1. Once you’ve completed the six steps, click Add to Review Queue. You will see a message in the top right corner of your screen confirming the result.

2. A new box, Request Review Queue will appear at the bottom of the page.
3. If you advise another program that the student wants to add (for example, a student wants to add a major and a minor that you advise), you can follow steps 1-6 to add another change to the request queue.

4. After confirming that all of the changes noted in the Request Review queue are accurate, click **Send to Student for Approval**.
   a. You have the ability to opt out of receiving an email status update about the outcome of this change. To opt out, uncheck the “Notify me by email when this request is complete (processed, denied, or expired)” box before clicking Send to Student for Approval.

5. This request is now pending. The student will receive an email notifying them of a pending Academic Program Change. They can log into the Academic Program Change area of RAMweb (under Manage Student Record) to review.
   a. Students have the ability to approve or deny the pending changes in RAMweb. If they do not perform either action within 2-weeks, the request will expire, and any change must be re-submitted.
   b. Once a student approves a pending change, it will come to the Office of the Registrar for review and processing. Academic Program Changes, once approved by the student, will be processed generally between 3-5 business days, but can take up to 10 business days during peak program change season.
Which term will get updated for this program change? Census informs which term will have the program update. Once Census passes for the current term, any program changes will be made for future term(s).

- For example: If the current term is Spring, once Census passes, any program changes will be made to the student’s Summer and Fall record.

The student detail page in ARIESweb will display current and future term records and those programs.

**Reviewing the Status of a Pending Academic Program Change**

On the Academic Program Change page, if there is a pending change request a new box will appear after the student summary box.

The Pending Academic Program Change request includes the details of the submitted request. The Progress section will note the status of the pending request.
If you submitted the request, you will also see a Cancel this Request button, where you can cancel the change request before the student approves if you realize it is not accurate. The cancellation button will not be available if the student has already approved the request.

Once the student has approved the request, a new row will appear in the Progress area.

Requests that have been processed by the Office of the Registrar will move from the Pending Academic Program Change Requests box to the Academic Program Change History section of the summary box.

Once received (approved by the student), the Office of the Registrar typically processes pending requests within 3-5 business days. During peak program change seasons (for example, during the registration period for upcoming terms), it can take longer.