Quick Guide

Reviewing/Approving Pending Program Change

Quick guide to review and approve a pending program change in RAMweb. New undergraduate major, minor, concentration, or certificate changes are submitted by an Advisor/Academic Success Coordinator for the new department using the Academic Program Change tool.

Newly admitted or readmitted students, or new students who have not yet started attending classes should contact the Office of Admissions to change their major. Graduate Students should contact the Graduate School to change their program.

Email notification

An email notification will be sent to your CSU email address once the new program change has been submitted by the Advisor/Academic Success Coordinator of the new department. The pending request will expire after two weeks, and no changes will be made to your student record if you do not log into RAMweb to review/approve the pending request.

Navigate to RAMweb to review and approve

After logging into RAMweb, choose either the white gear icon on the Profile box of the RAMweb homepage, or choose Manage Student Record under the Records header in the Menu.
On the Student Record page, choose Academic Program Change.

Review and Approve
Review the pending program change that was submitted. If you agree to this change of your undergraduate program, click the “Approve this Request” button.

If you do not want this change to be made to your record, click “Deny this Request”, and no change will be made to your student record. Any future changes to your undergraduate program would need to be resubmitted by the Advisor/Academic Success Coordinator of the program you want to add.
Once approving a request, it will be routed to the Office of the Registrar for review and processing. Once received, changes will be made to your student record generally between 3-5 business days. During peak registration and advising periods, it can take longer.

To view your academic program details for each semester, choose Major from the Student Record page in RAMweb.