Changing Primary Major

Quick guide to changing a primary major using the Academic Program Change tool in ARIESweb

1. Log into ARIESweb, and search for the student. Then select the Academic Program Change – Undergraduate link under the Advisor Student Tools.

2. In the Create New Academic Program Change Request box on the Academic Program Change page, choose Add Program on Step 1 (Action), and click Next.

3. On Step 2 (Field of Study Type), select Major, and click Next.

4. On Step 3 (Type of Adjustment), choose Make this Major primary and drop current Major (if student wants only one major). If student wants to double major with this new major becoming their primary major, choose Make this Major primary and make current Major a secondary Major. Click Next.

5. Select the College from the dropdown for the major you advise on Step 4 (College). Click Next.

6. Select the specific Program from the dropdown that the student will be changing their major to on Step 5 (Field of Study). Click Next.
   a. If the student is changing to a major that also has a concentration, select the Concentration from the dropdown before clicking Next (Optional).

7. Enter any optional Comments in the text box on Step 6 (Additional Info). Note, these comments will only be seen by the Office of the Registrar processing team. Click Add to Review Queue.

8. Review the major change you’re submitting. Click Send to Student for Approval.
   a. If you have another change to submit (for example, a minor or certificate), follow the steps to add, and you can submit all requests at the same time.
   b. By default, you will receive an email when the request is complete (processed, denied, or expired). If you do not want to receive an email notification, uncheck the box prior to sending to the student for approval.

9. The student will have up to two weeks to review the request and approve or deny the request. After two weeks the pending request will expire, and major change request would need to be resubmitted. Once the student approves, the pending request will be sent to the Office of the Registrar for review and processing.