



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.