



Adding an Undergraduate Certificate

Quick guide to adding or changing an Undergraduate Certificate using the [Academic Program Change tool](#) in ARIESweb

1. Log into ARIESweb, and search for the student. Then click on the **Advising** tab and select the **Academic Program Change** tool.
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 **Certificate**, and click **Next**.
4. On Step 3 (Type of Adjustment), choose **Make this Certificate primary and drop any existing Certificate(s)** (if student wants only one certificate). If student wants to have more than one certificate, choose **Make this Certificate primary and make any existing Certificate (s) secondary** (if student wants this to be their first certificate with other certificate(s) as second/third) or **Make this Certificate secondary and leave any existing Certificate as is** (meaning this new certificate will be a second or third certificate). Click **Next**.
5. Select the **College** from the dropdown for the certificate you advise on Step 4 (College). Click **Next**.
6. Select the specific **Certificate** from the dropdown that the student will be adding on Step 5 (Field of Study). Click **Next**.
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 certificate request you're submitting. Click **Send to Student for Approval**.
 - a. If you have another change to submit (for example, a major or minor), 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 the 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.