



Declaring or Changing Concentration

Quick guide to declare, change, or add a concentration for a student's existing major using the [Academic Program Change tool](#) in ARIESweb. Only available for majors that have valid concentrations that are currently on the student's record.

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 **Concentration**, and click **Next**.
4. On Step 3 (Type of Adjustment), choose the concentration adjustment that is applicable to the student. Click **Next**.
 - a. If student is declaring a concentration or wants to change their current concentration to something else, choose **Make this Concentration primary and drop any existing Concentration(s) for this Major**.
 - b. If student wants to have two concentrations for their current major and wants this new concentration as their primary major concentration, choose **Make this Concentration primary and make any existing Concentration(s) for this Major secondary**.
 - c. If student wants to have two concentrations for their current major and wants this new concentration as a second (or third) concentration, choose **Make this Concentration secondary and leave any existing Concentration as is**.
5. Select the **College** from the dropdown for the major you advise that the student is currently in on Step 4 (College). Click **Next**.
6. Select the **Major** from the dropdown that the student is in that the concentration will be attached to and choose the **Concentration** 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 concentration addition 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 the concentration 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.