

Instructions for Application for Update of Program(s)



1. Who should use the *Application for Update of Program(s)*?

Any student who wants to make any change related to their program(s) of study.

- Change of college
- Change of college and pursue second degree
- Add second degree program
- Add second major program
- Add minor/certificate
- Change major program but not change college
- Delete second degree program or major program
- Delete minor/certificate

2. Who should NOT use the *Application for Update of Program(s)*?

- A. Any student who wants to change from graduate to undergraduate or undergraduate to graduate level. If a student wants to change level the *Application for Change of Level* should be completed and returned to the Office of Undergraduate Admissions, if changing to undergraduate; or to Graduate Studies, if changing to graduate.
- B. Any student who wants to change from non-degree status to degree status. This must be processed through the Office of Undergraduate Admissions or Graduate Studies.

3. Whose signatures are required on this application?

- Signature of International Student Advisor if student is international student
- Signature of Certificate Director if student is adding certificate program
- Student signature
- Signature from Honors Tutorial College if student is transferring from Honors Tutorial College
- Signature from new college if student is changing colleges or adding second degree program

4. Where is the *Application for Update of Program(s)* processed?

If the student is changing colleges or adding a major program from a second college, the college offering the program should process this application; otherwise, this application should be processed in the student's current college.

5. Who gets copies of this form?

- The college should retain the original and one copy
- The student should retain a copy
- A copy should be sent to the college from which the student transferred

6. When may the *Application for Update of Program(s)* be processed in SIS?

Although forms may be accepted in the office at any time, they may be processed only during the first 15 calendar days of the quarter if the student is enrolled. The change is effective from the quarter it is processed forward. (Note: It is permissible to update prior to the first 15 calendar days if the student is not enrolled in the current quarter or if the previous quarter's grades have been finalized [e.g., during December].)

7. How is the *Application for Update of Program(s)* processed?

- A. Student requesting a change of college
- Delete all current major programs Yes No
 - Delete all current minor programs Yes No
 - Add programs – list new major program and advisor
 - Change of College – appropriate new college should be checked A&S COB COM etc.

SIS Processing Screens:

- ZCOL
 - ✓ Add billing program
 - ✓ Delete old billing program
 - ✓ Delete any or all programs student has indicated
- ZEXC
 - ✓ AR – Delete exception if student indicated to delete current minor program(s)
 - ✓ AR – Change "\$" college code if student indicated not to delete current minor program(s)

- B. Student is requesting change of college and pursuing second degree
- Delete all current major programs Yes No
 - Delete all current minor programs Yes No
 - Add programs – list second major program and advisor
 - Pursuing two or more bachelor's degrees
 - Change of College – appropriate new college should be checked A&S COB COM etc.

SIS Processing Screens:

- ZCOL
 - ✓ Add billing program
 - ✓ Do not delete old billing program
 - ✓ Delete any or all programs student has indicated
- ZEXC
 - ✓ RM – require 16 additional hours (not necessary if one of the two degrees is from HTC)
 - ✓ AR – Delete exception if student indicated to delete current minor program(s)
 - ✓ AR – Change “\$” college code if student indicated not to delete current minor program(s)

C. Adding second degree

- Delete all current major programs Yes No
- Delete all current minor programs Yes No
- Add programs – list second major program and advisor
- Pursuing two or more bachelor's degrees

SIS Processing Screens:

- ZCOL
 - ✓ Add program
 - ✓ Delete any or all programs student has indicated
- ZEXC
 - ✓ RM – require 16 additional hours (not necessary if one of the two degrees is from HTC)
 - ✓ AR – Delete exception if student indicated to delete current minor program(s)
 - ✓ AR – Change “\$” college code if student indicated not to delete current minor program(s)

D. Adding second major

- Delete all current major programs Yes No
- Delete all current minor programs Yes No
- Add programs – list second major program and advisor

SIS Processing Screens:

- ZCOL
 - ✓ Add program
 - ✓ Delete any or all programs student has indicated
- ZEXC
 - ✓ AR – Delete exception if student indicated to delete current minor program(s)
 - ✓ AR – Change “\$” college code if student indicated not to delete current minor program(s)

E. Adding minor/certificate

- Add program – list minor/certificate
- Signature of Certificate Director, if adding certificate

SIS Processing Screens:

- ZCOL
 - ✓ Add program
- ZEXC
 - ✓ AR – Add minor/certificate; enter catalog year that matches catalog year on ZCOL

F. Changing major but not changing college

- Delete all current major programs Yes No
- Delete all current minor programs Yes No
- Add programs – list major program and advisor

SIS Processing Screens:

- ZCOL
 - ✓ Add billing program
 - ✓ Delete old billing program
 - ✓ Delete any or all programs student has indicated
- ZEXC
 - ✓ AR – Delete exception if student indicated to delete minor program(s)
 - ✓ AR – Change “\$” college code if student indicated not to delete minor program(s)

G. Delete second degree/major

- Delete only program listed

SIS Processing Screens:

- ZCOL
 - ✓ Delete program indicated

H. Delete minor/certificate

- Delete only program listed

SIS Processing Screens:

- ZCOL
 - ✓ Delete program indicated
- ZEXC
 - ✓ AR – Delete exception for minor/certificate indicated