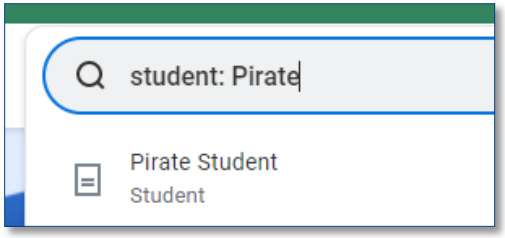
STAFF

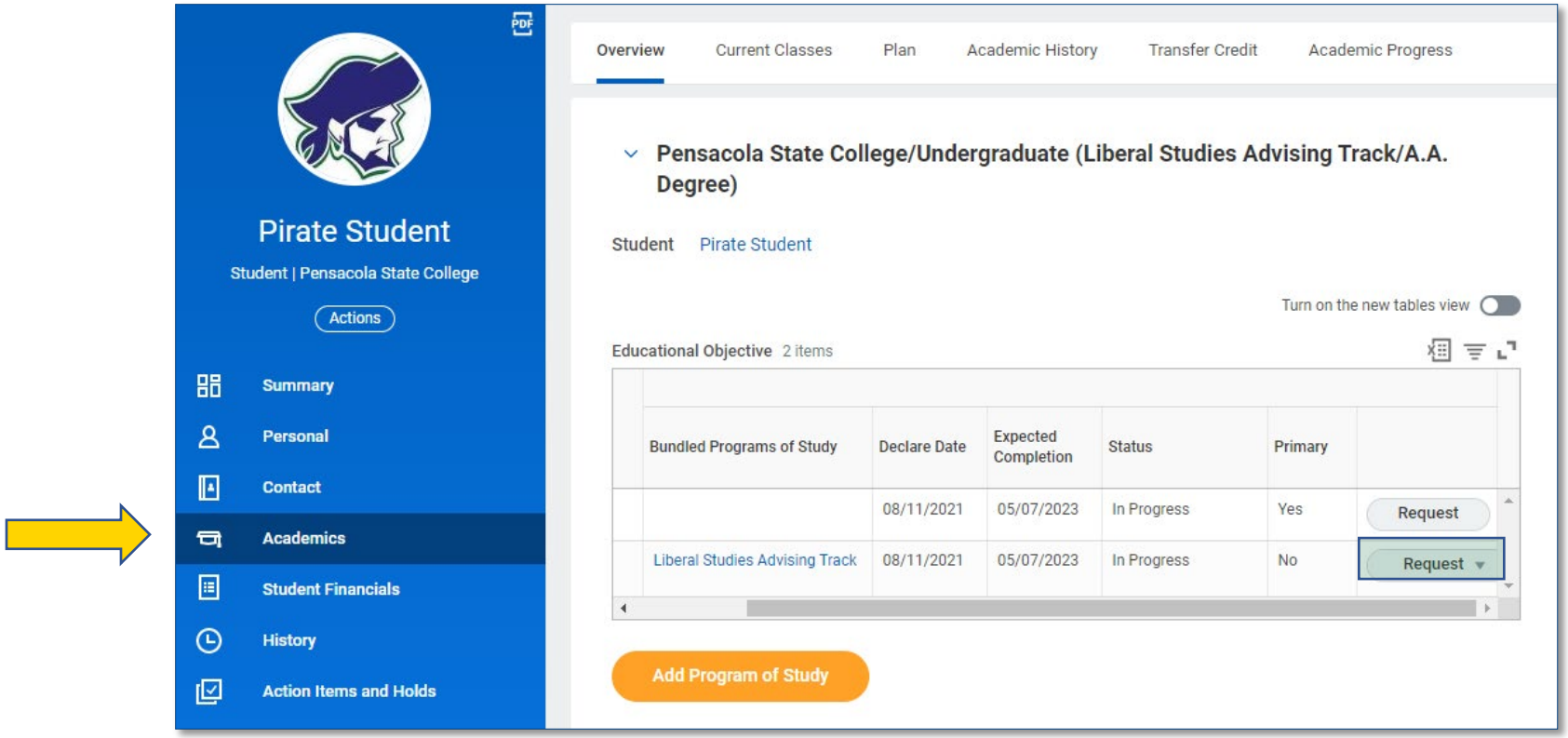
Change Program of Study

1. Search for the student.
2. Click *Academics* in the blue sidebar.
3. Scroll to the right of the table and click the *Request* button.



Note: This button may not be available if there are any pending processes on the student's account.

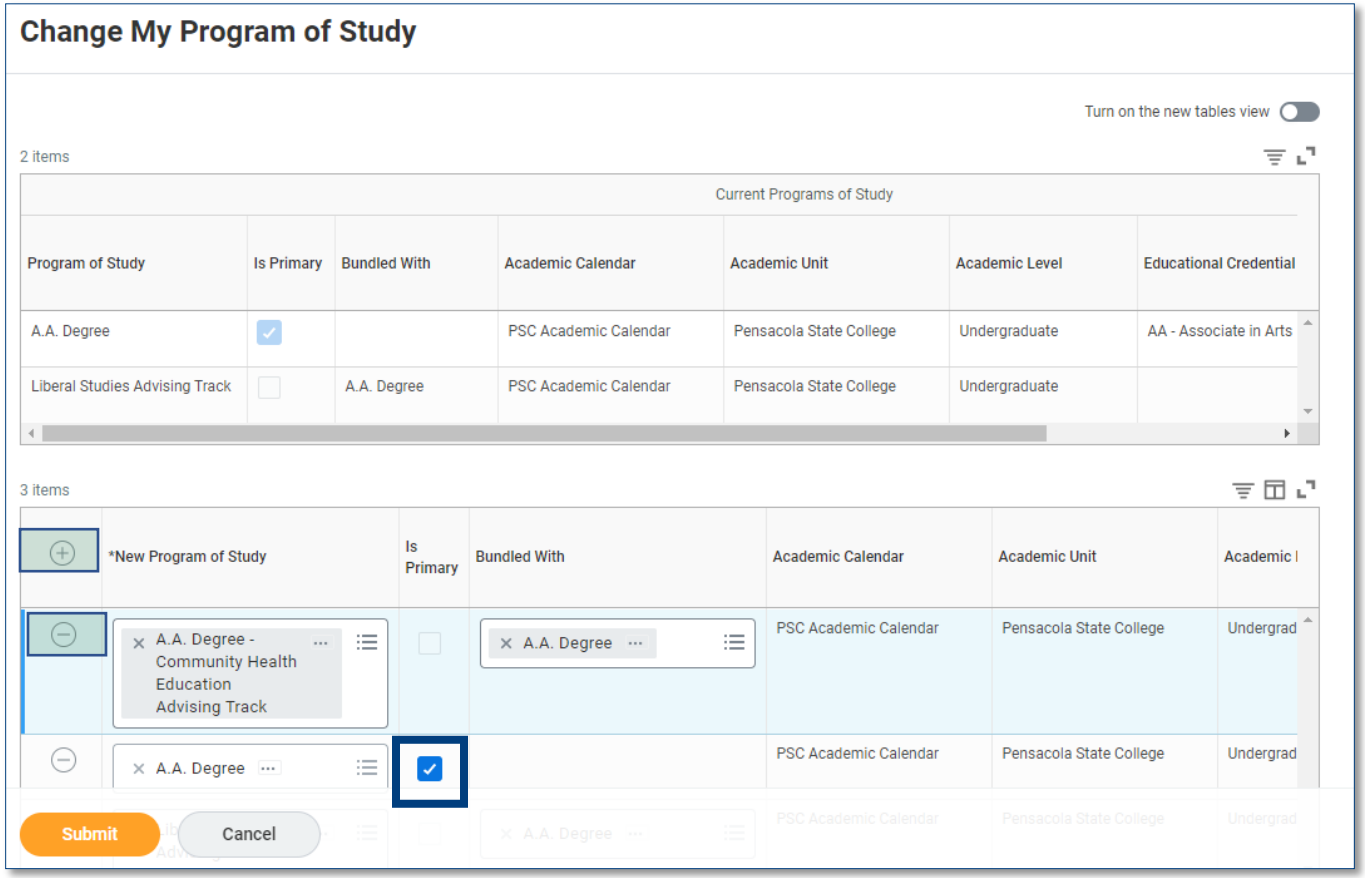
4. Choose *Change Program of Study Record*.



PENSACOLA STATE COLLEGE

On the *Change Program of Study Record* page, you must first remove the old program of study.

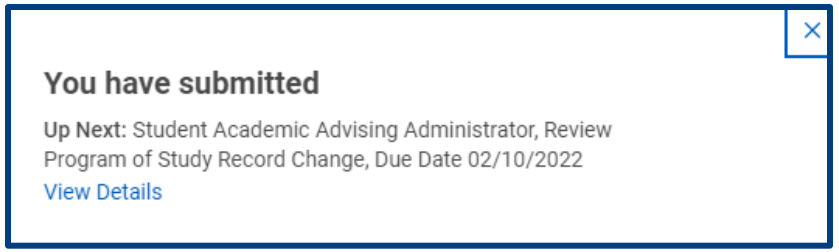
1. Click the **−** sign to the left of the Program of Study, including any advising track(s) that will no longer be bundled with your new Program of Study.
2. Click **+** and search for the new program of study.



Also, add the appropriate advising track or certificate for your program of study. If you are unsure of what to add, contact Advising.

3. Check the *Is Primary* box.
4. Click **Submit**.

The *You have submitted* dialogue box will advise what will happen next with this change. To view more details, click **View Details** or click **X** to exit.



Change Program of Study must then be approved by Advising.

Once Advising has approved the *Change Program of Study*, the table on the student's status for the new Program of Study on their *Academics* page will reflect *In Progress*.