Change of Program Workflow

Students
If you wish to make a change to your current program (major, concentration/emphasis or minor) you will need to submit a Change of Academic Program.

1. Log into iROAR and click on the ‘Student’ tab, then click ‘Student Records’ and ‘Change of Program (GS14 and Undergrad)’.

2. Read the information then select your anticipated Graduation date.

3. Click continue.
4. If you would like to make a change/addition or deletion to Program 1 please select “Change” under the action tab. If you wish to add a second program select “Add a Second Program” under the action tab.

**NOTE:** If you would like to make a change to Program 1 and add a Second Program you must do them one at a time.

5. If you chose to make a change/delete or add to Program 1 select the appropriate fields and then click “Submit Changes.”

If you chose to add a program you will see the following. Make all the appropriate selections required and click “Submit Changes.”
6. Review the changes you have made in the ‘Requested Program Changes’ section. If they are correct, then click “Submit Requested Changes.”

7. The request will then go to the department to be considered.

8. You will see a green check mark to show the changes have been submitted for review.

Note: The message “Request Pending – No Changes/Additions/Deletions permitted” will appear until your request has been entered into iRoar.
9. Once your change has been approved and entered into iRoar you will receive an email confirmation.