Major Changes (Undergraduate Only)

This guide will cover:

- How to complete the process of changing a major on an undergraduate application.

Follow these instructions if an undergraduate applicant requests the addition of a new program/major to an existing application and one of the following is true:

a) The application has not been sent to AppReview.

b) An application in AppReview is still pending, and has not received a recommended decision.

c) An application has already been reviewed, and requires to be sent to AppReview a second time based on the new program(s) selected.

**IMPORTANT:** Major changes can only occur if the new programs being requested reside within the same Iteration. Major changes must also use the existing three program choice fields: 1st Program Choice, 2nd Program Choice or 3rd Program Choice. This will require the applicant to determine which original program(s) should be replaced with the new.

**Step One**

Use the global search to locate the contact record of the applicant.

![Contact Search](image)

**REMEMBER:** You can search for a contact by using one of the following fields:

- Email (recommended)
- First and last name
- Date of birth
- Mobile number
- Contact street

**TIP:** Adding an asterisk to the end of a value in the search bar can expand your search if you are unsure of what name a student may have in the system. For example, searching for Matt* will find all records that contain the word “Matt,” including Matthew or Matthews.
Step Two

Navigate to the button at the top-right corner of the page and select Applications.

Step Three

Select the application record being modified by clicking the button and select View.

Step Four

Click .

Step Five

Scroll down to the Undergraduate Information section.
Step Six

Change/add to the preference choices as needed. Clear the field and search for/type in name of program.

Undergraduate Information

<table>
<thead>
<tr>
<th>1st Program Choice:</th>
<th>Exploratory [BX Main Campus]</th>
</tr>
</thead>
<tbody>
<tr>
<td>2nd Program Choice:</td>
<td>Accounting BBA [BBA Main Campus]</td>
</tr>
<tr>
<td>3rd Program Choice:</td>
<td>Criminal Justice [BS Main Campus]</td>
</tr>
</tbody>
</table>

Step Seven

Go to the Major Change field. Select all program choices altered from the original selections. If more than one, hit the Ctrl key to select multiple options.

Major Change: 1st Choice, 2nd Choice, 3rd Choice

Step Eight

Click to complete the process.