

## Instructions for Submitting a Change of Degree Plan Request

Log into the MyISU portal and select the Student Self-Service Badge. Under the Academics Resources Tab, choose the **Change of Degree Plan Request Form** under “My Degree Plan.”

From the Change Degree Plan Request form, click the drop down menu. You will see two options:

- **Change or Remove Program:** Change your major or add a secondary major, add or drop a minor or concentration, or update your catalog term. (Most of the time, you should use this option.)
- **Add a Certificate or Additional Degree to Your Record:** This should **only** be used if you want to add a certificate or earn two separate bachelor’s degrees. Simultaneous bachelors’ degrees require completion of 150 credit hours minimum to graduate.

### To Change Your Existing Program

1. Select your current program. Then click Next.

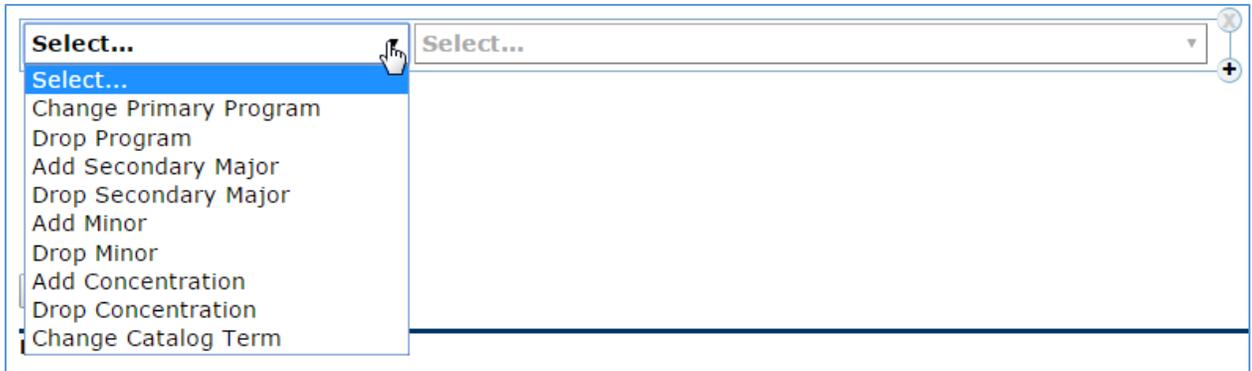
The screenshot shows the 'Change Degree Plan Request' form. At the top, it says 'Change Degree Plan Request'. Below that, there is a text prompt: 'Select the change you'd like to request:'. To the right of this prompt is a dropdown menu. The dropdown menu is open, showing two options: 'Change or Remove Program: English Teaching - Bachelor of Arts' (which is highlighted in yellow) and 'Add a Certificate or Additional Degree to your record'. Below the dropdown menu, there is an information icon (i) and a note: 'To add or drop a major, minor, or conce...'. Below this note, there is a bolded instruction: 'Add a Certificate or Additional Degree should only be selected if you are looking to add an entirely new Certifi...'. At the bottom left of the form, there is a 'Next' button, which is highlighted with a red box.

2. You will see a summary of your existing program.

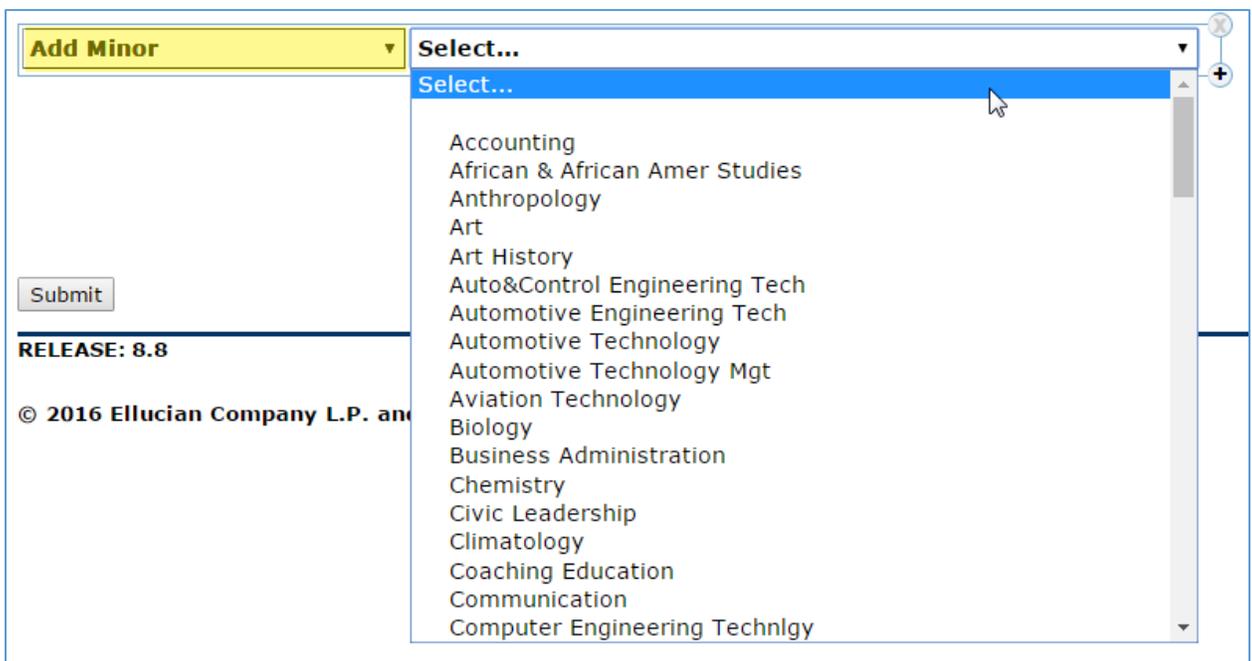
The screenshot shows a summary of the existing program. It is titled 'Change Degree Plan Request'. Below the title, there is a table with the following information:

<b>Catalog Term</b>	201605/Fall 2016
<b>College</b>	Arts & Sciences/Education
<b>Degree</b>	Bachelor of Arts
<b>Program</b>	English Teaching - Bachelor of Arts
<b>Major(s)</b>	1022/English Teaching

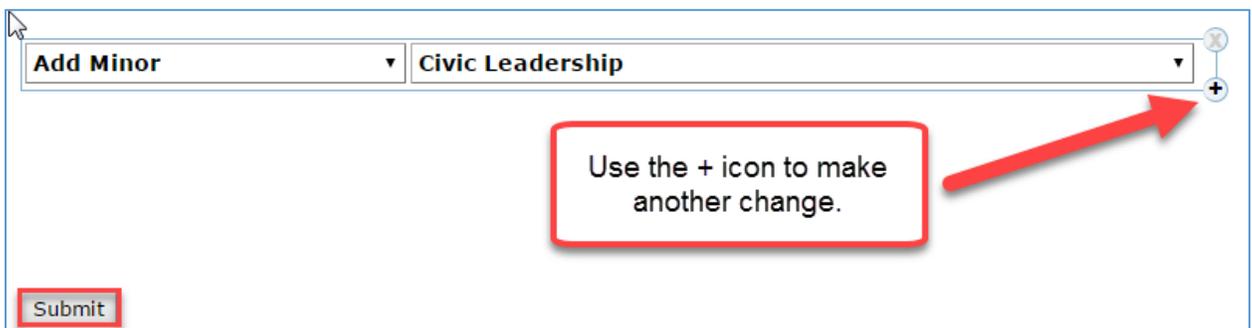
3. Choose the desired action from the drop down menu.



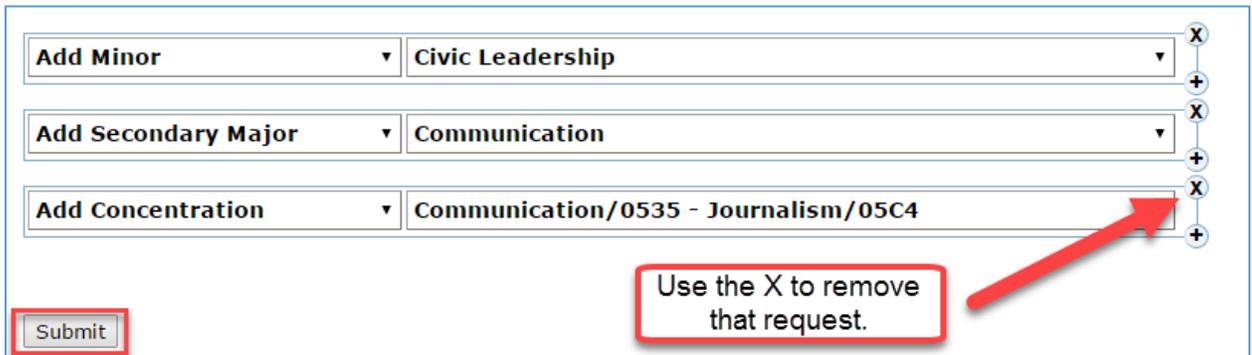
4. In the example below, the student chose to add a minor. Next, click the corresponding drop down menu on the right. You will see a list of options, in this case a list of minors.



5. Select the respective major, minor, concentration, etc. You may request multiple changes. To do so, click the + icon to add another drop down box. If you are done, click "Submit."

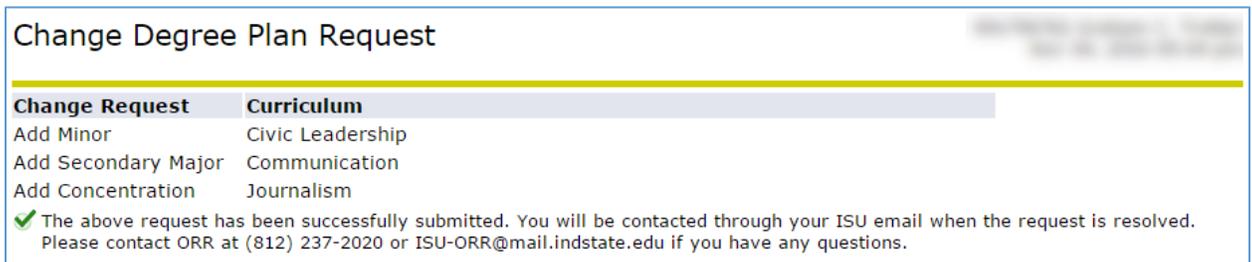


- Once you have made the desired changes, click Submit.



The screenshot shows a form with three rows of requests. Each row has a dropdown menu on the left and a text field on the right. To the right of each row is a vertical stack of icons: an 'X' at the top, a '+' in the middle, and another 'X' at the bottom. A red box highlights the 'Submit' button at the bottom left. Another red box with an arrow points to the 'X' icon next to the 'Add Concentration' row, with the text 'Use the X to remove that request.'

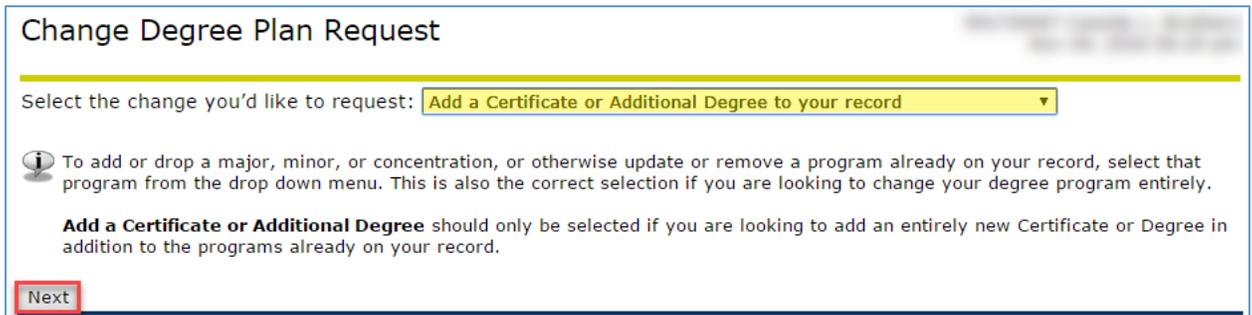
- You will receive a confirmation that the request was submitted successfully.



The screenshot shows a confirmation page titled 'Change Degree Plan Request'. It features a table with two columns: 'Change Request' and 'Curriculum'. The table contains three rows of data. Below the table is a green checkmark and a confirmation message: 'The above request has been successfully submitted. You will be contacted through your ISU email when the request is resolved. Please contact ORR at (812) 237-2020 or ISU-ORR@mail.indstate.edu if you have any questions.'

### To Add a Second Degree (certificate or second undergraduate degree)

- Choose "New Program." Then click Next.



The screenshot shows a form titled 'Change Degree Plan Request'. It has a dropdown menu with the text 'Select the change you'd like to request:' and the selected option 'Add a Certificate or Additional Degree to your record'. Below the dropdown is an information icon and text: 'To add or drop a major, minor, or concentration, or otherwise update or remove a program already on your record, select that program from the drop down menu. This is also the correct selection if you are looking to change your degree program entirely. Add a Certificate or Additional Degree should only be selected if you are looking to add an entirely new Certificate or Degree in addition to the programs already on your record.' A red box highlights the 'Next' button at the bottom left.

- Choose Add Program from the drop down menu, and then select the program you want to add, followed by Submit.

## Change Degree Plan Request

Below, select **Add Program** from the dropdown on the left, and then choose the specific program you want to add from the dropdown box on the right.

Adding a new **degree** program will increase the hours necessary for you to graduate.

You can click the "+" on the dropdown to request additional majors/minors/concentrations on your new degree program.

If you want to change your existing degree program instead, please return to the previous page and select that program from the dropdown.

When your request has been approved or denied, you will be contacted through your ISU email.

<b>Add Program</b> ▼	<b>Select...</b> ▼
	Theater - Bachelor of Science Unmanned Systems - Bachelor of Science <b>Distance Programs</b> Accounting - Bachelor of Science Adult & Career Education - Bachelor of Science

- Select the desired program in the corresponding drop down box. Please note that distance programs are listed separately, after the on campus programs.

## Change Degree Plan Request

Below, select **Add Program** from the dropdown on the left, and then choose the specific program you want to add from the dropdown box on the right.

Adding a new **degree** program will increase the hours necessary for you to graduate.

You can click the "+" on the dropdown to request additional majors/minors/concentrations on your new degree program.

If you want to change your existing degree program instead, please return to the previous page and select that program from the dropdown.

When your request has been approved or denied, you will be contacted through your ISU email.

<b>Add Program</b> ▼	<b>Select...</b> ▼
	Unmanned Systems - Bachelor of Science <b>Distance Programs</b> <b>Accounting - Bachelor of Science</b> Adult & Career Education - Bachelor of Science BS -Psychology - Bachelor of Science Baccalaureate Nursing-LPN/LVN License - Non-Degree Business Administration - Bachelor of Science CER-Healthcare Analytics - Certificate Undergraduate Construction Management - Bachelor of Science
<b>Submit</b>	

- Click Submit once you have made your selection. You will get a confirmation message if your request was successfully submitted.

## Change Degree Plan Request

### Change Request Curriculum

Add Program Accounting - Bachelor of Science

✓ The above request has been successfully submitted. You will be contacted through your ISU email when the request is resolved. Please contact ORR at (812) 237-2020 or ISU-ORR@mail.indstate.edu if you have any questions.

## Error Resolution

Below are common error messages and how to correct them:

 Your request submission was **INVALID**. Please confirm your selections below. "Select..." is not a valid submission; either choose a value from the dropdown box, or click **x** to remove it.

- If you get this error message, you did not completely fill out each line of the request form. You must choose an action and a respective program/major/minor/concentration.

Unmanned Systems has an effective begin term of Fall 2016

 The above curriculum is not available for your Catalog Term. If you wish to change to this program, add the Change Catalog Term to the request and resubmit.

**PLEASE NOTE: Changing your Catalog Term can have unexpected effects on every major, minor, and concentration on your record. Discuss the repercussions with your advisor before requesting this change.**

- If you get this error message, you have selected a program that was not available at the time you began you were admitted (or readmitted). In order to declare the program, you will have to update your catalog term. By updating your catalog term, the degree requirements (for Foundational Studies or your major/minor/concentration) may change would could result in additional requirements. Check with your advisor or run a What If degree audit in MySAM (choose Degree Audit tools from the Academic Resources Tab of the student portal) for the current academic year to see how changing your catalog may affect your graduation timeline.
- If you want to change your catalog term, submit a new Degree Change Request form and choose Change Catalog Terms, along with your other desired curriculum changes.

## Next Steps

- Your request will be send to the respective college(s) for approval. You will receive an email notification once the request is approved or denied.
- You can expect it to take approximately 1-2 weeks for the request to be approved.
- You will receive the name and email address of your academic advisors. If your advisor has changed, be sure to contact your new advisor to learn more about the academic requirements for your new program.

## Cancel a Request

- If you need to cancel the request, please contact the Office of Registration & Records at (812) 237-2020 or [ISU-ORR@mail.indstate.edu](mailto:ISU-ORR@mail.indstate.edu) and ask them to cancel your change of degree program request. The request that is in progress must be canceled before you can submit a new one.