

Change of Program Form

Student Instructions for Registrar Portal Services

Step 1: Select the “Change of Program” option on the Registrar’s “Forms” page (<https://registrar.lmu.edu/forms/>).

Forms marked with an asterisk (*) are part of the Registrar Portal Services online forms processing.

Application for Degree

Application for Graduate Certificate

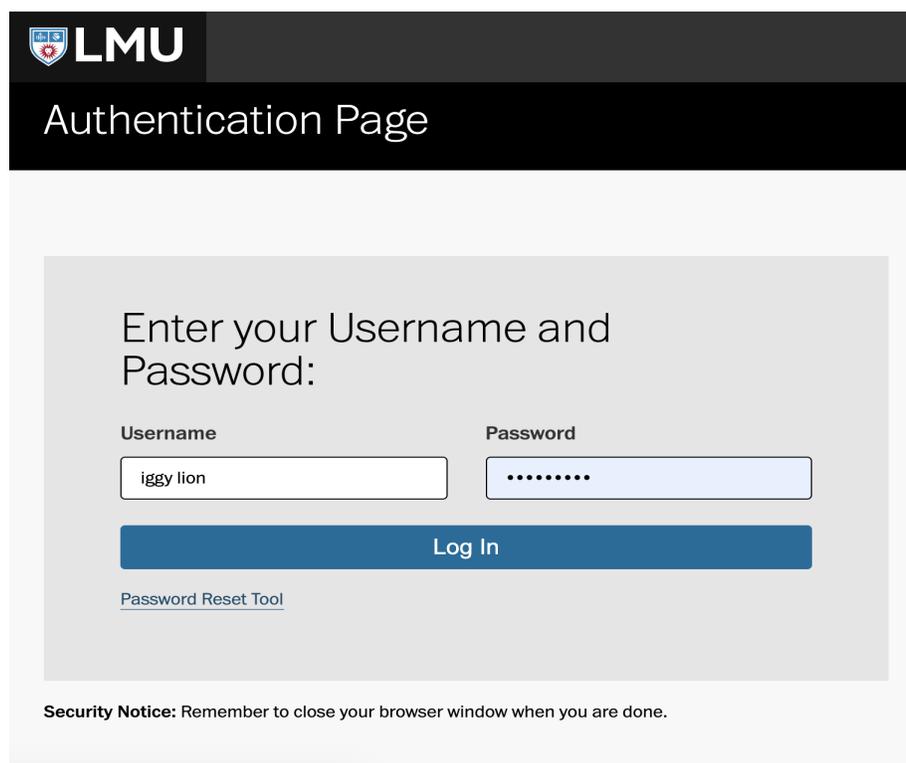
Authorization to Release Records Information (FERPA Release)

Change of Legal Name or SSN

Change of Program*



Step 2: Enter your myLMU credentials and click “Log In.”



The screenshot shows the LMU Authentication Page. At the top left is the LMU logo. Below it, the text "Authentication Page" is displayed. The main content area contains the instruction "Enter your Username and Password:". There are two input fields: "Username" with the text "iggy lion" and "Password" with masked characters ".....". Below the fields is a blue "Log In" button. At the bottom left of the form area is a link for "Password Reset Tool". At the very bottom of the page is a "Security Notice" that reads: "Remember to close your browser window when you are done."

Step 3: You will then be redirected to Workflow's Registrar Service Portal. Please wait for the portal options to load (Note: this may take up to a minute).



Registrar Service Portal



Show Info

Registrar Service Portal

You may select a service option below. If you already submitted a request and would like to know it's status, click [here](#) to access your workflow dashboard. For information on how to configure your dashboard, click [here](#) to review an article on the subject provided by our service provider, Mitrtech.

LMU Office of the Registrar is available via phone (310.338.2740) and email (registrar@lmu.edu) between the hours of 8:00 a.m. and 5:00 p.m., Pacific Daylight Time, Monday through Friday.

Service options are loading. Please wait... *

Save

Submit

Step 4: Once the page loads, select “Change of Program” from the “Registrar Service” dropdown menu. Then, click “Submit.”

Registrar Service Portal 

[Show Info](#)

Registrar Service Portal

You may select a service option below. If you already submitted a request and would like to know it's status, click [here](#) to access your workflow dashboard. For information on how to configure your dashboard, click [here](#) to review an article on the subject provided by our service provider, Mitratesch.

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Registrar Service *

-- Select one --

This field is required

[Save](#) [Submit](#)

Step 5: You will then be prompted to continue through the Registrar Service Portal. Select the blue “here” link to proceed.

Change of Academic Program

The Change of Academic Program must be initiated through the Registrar Portal - Change of Academic Program. To initiate the Change of Academic program process, click [here](#). 

This field is required

[Save](#) [Submit](#)

Step 6: You will be redirected to the Change of Academic Program page. Please wait for the form to load (Note: this may take up to a minute).

Change of Academic Program

Show Info

Registrar Service Portal - Change of Academic Program

Once your academic information has loaded, you may select the program change type below. If you already submitted a change of program request and would like to know its status, click [here](#) to access your workflow dashboard. For information on how to configure your dashboard, click [here](#) to review an article on the subject provided by our service provider, Mitrtech.

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Your academic information is loading. Please wait... *

Step 7: Once the page loads, your name, class standing, and University ID should auto-fill. Scroll to the bottom to view your current majors and minors. Select the “Which program do you wish to change?” dropdown menu.

Current Academic Program Information

Degree One

BA

Major One

Urban Studies

Concentration One

Concentration Two

Major Two

Sociology

Concentration One

Concentration Two

Minor One

Theology

Minor Two

Minor Three

Which program do you wish to change? *

-- Select one --

Save

Submit

Step 8: Select which option applies to the action you wish to take.
(Note: all options have the same next set of steps).

Minor One

Minor Two

-- Select one --

Add Program

Remove Program

Change Program ? *

-- Select one --

Step 9: Select which type of program you wish to add/remove/change.

-- Select one --

second major

first minor ? *

second minor

third minor

first credential

second credential

second degree

second minor

Program

add? *

Which program do you want to add as your second minor? *

-- Select one --

Step 10: Repeat and select which additional program(s) you wish to add/remove/change. If applicable, add an explanation and/or any supporting documents.

Which type of program do you want to add? *

Which program do you want to add as your second minor? *



Provide a detailed explanation below

Attach any documents needed to support your petition

Step 11: Sign the document and click submit.

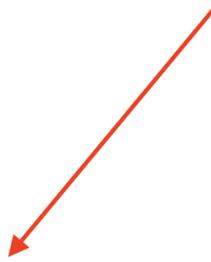
By signing below, I request to make a change to my academic program. Once processed, I understand that I may not rescind the request.

Student Signature *

Signer's Name

Type Draw Upload Clear

Request Date



Save

Submit