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.”

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

Registrar Service Portal

You may select a service option below. If you already submitted a 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, Mitrature.

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.

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.
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

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, Mitratech.

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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.
**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
  - -- Select one --
  - Add Program
  - Remove Program
  - Change Program

- Minor Two
  - -- 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

Which program do you want to add? *

- -- 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? *
second minor

Which program do you want to add as your second minor? *
Art History (ARHS)

Provide a detailed explanation below

Attach any documents needed to support your petition
Select files...

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

Request Date
06/15/2021

Save Submit