Add a Program of Study for a Student

1. Click Search bar
2. Type Find Students and press Enter
3. Click Find Students URSTU N1196
4. Click Search below Find Students
5. Type [student name] and Press Enter
6. Select [student name]
7. Click Academics
8. Click Add Program of Study
9. Click Program of Study Type field
10. Select [program type]
11. Click Program of Study
12. Type [program name] and press Enter
13. If necessary, click Declare Date field and enter Date; usually fills automatically
14. Click Expected Completion Date field and enter Date
15. Type Comment, if necessary
16. Click Submit
17. Click Done

Note: The Expected Completion Date is important for financial aid and is sent to National Student Clearinghouse for matriculated students
Note: The Add Request is submitted but won’t appear in the student’s record until approved by AS&E UG Records; if you are a Registrar Business Process Approver, the process will complete automatically
Remove a Program of Study for a Student

1. Follow steps 1-7 on other side to look-up student and navigate to Academics
2. Click Request for the program to be removed
3. Click Remove Program of Study for Student
4. Confirm Removal Date
   - Note: Removal Date is the date you process the request
5. Click Removal Reason field
   - a. Select All
   - b. Select Program of Study Drop
6. Click Confirm checkbox
7. Type Comment describing reason for drop
8. Click Submit
9. Click Done
   - Note: The Drop Request is submitted but won’t appear in the student’s record until approved by AS&E UG Records; if you are a Registrar Business Process Approver, the process will complete automatically.

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**Process Diagram**

- Step 1: Look-up student and navigate to Academics
- Step 2: Request program removal
- Step 3: Click Remove Program of Study for Student
- Step 4: Confirm removal date
- Step 5: Select removal reason
   - a. Select all
   - b. Select Program of Study Drop
- Step 6: Confirm
- Step 7: Type comment
- Step 8: Submit
- Step 9: Click Done

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**Note:** The Drop Request is submitted but won’t appear in the student’s record until approved by AS&E UG Records; if you are a Registrar Business Process Approver, the process will complete automatically.