Guidelines how to CHANGE your CAMPUS or CHANGE of PROGRAM or ADD a CERTIFICATE to your DEGREE plan in CollegeNet.

http://www.ou.edu/gradcollege/admissions/apply/addition-or-change-program

When you are CHANGING your CAMPUS location or when you ADDING one of the Graduate Certificates to your current degree plan, you will come to the page for PROGRAM INFORMATION.

- Have you previously attended the University? You will mark "Yes"
- Please list your former OU NetID number
- Current program level? “Graduate (Master, Ph.D, Graduate Certificate)
- What is your current program? Human Relations
- Which campus of the University of Oklahoma did you attend? “Norman Campus”, “Tulsa campus” or “Extended Campus”
- Please select one of the following: You will have 5 options to choose from. You will want to choose:

To CHANGE your CAMPUS or CHANGE OF PROGRAM:

- 1. I intend to change my graduate program, campus, and/or concentration. If approved, you will be removed from your current program, campus, and/or concentration.
- Click Next Page

Next page: ACADEMIC PROGRAM AND MAJOR SELECTION

- Campus: “Norman Campus”, “Tulsa Campus” or “Extended Campus”

PROGRAM CHOICE: To Change your current Program:

- Select College of Arts & Sciences
- Scroll down to Applicable Program to CHANGE your PROGRAM
  - Clinical Mental Health Counseling, M.H.R.
    - or
  - Human Relations, M.H.R.
    - Concentration:
      - Standard
      - Or
      - Human Resources concentration (HRC)
- Term Applying For: Fall 19 (select appropriate term)
- Click on Next Page

To ADD a CERTIFICATE to your current DEGREE plan*:

* Must be fully admitted into Human Relations program the semester prior to adding a certificate to your degree program. Conditional Admission will not qualify, your application will be denied.
3. **I intend to pursue an additional graduate program.** If approved, you will be active in both programs. Examples: master while enrolled in a doctoral program or graduate certificate while enrolled in a degree program.

Then you will come to CAMPUS section.

- Please select the campus you are applying to. “Norman Campus”, “Tulsa Campus” or “Extended Campus”
- Click Next Page

- **PROGRAM CHOICE: To Add a Certificate:**
  - Select Graduate Certificates
  - Scroll down to select:
    - Helping Skills in Human Relations, Grad. Cert
    - Human Resources Diversity and Development, Grad. Cert
    - Human Resources Diversity and Development Electronic Delivery, Grad. Cert
    (Select only if courses are to be completed 100% online)
  - Term Applying For: Fall 19 (select appropriate term)
  - Click on Next Page

**Academic History:** Not Required
- Click Next Page.

**Supplemental Information:** Not Required
- Click Next Page

**Test Scores:** Not Required
- Click Next Page

**Letters of Recommendation:** Not Required
- Click Next Page

**Addition or Change of Program Application:** Not Required
- Click Next Page

**Document Dropbox:** Resume/CV and Statement of Goals: Not Required
- Click Next Page

You will come to a button that will ask you “Submit and Pay”. Click on the button. Since you are adding a Graduate Certificate or completing a “Change of Program” you will not have to pay the application fee.