

Please use the link below to complete the “CHANGE of PROGRAM” to move to the Clinical Mental Health Counseling (CMHC) concentration for the Master of Human Relations in CollegeNet. Note this concentration is only available for Oklahoma locations. The CMHC is available on the OU main campus, Tulsa campus and through the Professional and Continuing Studies campus (formerly Advanced Programs).

The below is an EXAMPLE of how to complete the Change of Program. It can be tailored to your specific campus location.

[Apply to the Grad College!](#)

(Scroll down to “Current OU Graduate Student” and click on the link to the form “[online Addition or Change of Program application](#)”)

You will come to an area which asks you for the "Change of Program Information".

- Have you previously attended the University, you will mark "Yes"
- Level of degree you are completing: “Graduate (Master or Ph.D.)
- Please list your former OU ID number
- Which campus of the University of Oklahoma did you attend? “OU Outreach (Advanced Programs)”, “Norman Campus” or “OU-Tulsa”
- Please confirm that you are currently enrolled in a Graduate or Accelerated program at the University of Oklahoma: “Yes”

Then you will have 5 options to choose from. You will want to choose the **1st** one “***I intend to change my graduate program, campus and/or concentration.***”

**Application Sections**

- Applicant Information
- Program Information
- Academic Program and Major Selection
- Academic History
- Supplemental Information
- Test Scores
- Letters of Recommendation
- Video Question
- Document Dropbox
- Application Submission

Locked pages will open as requirements are met in the form.

### Program Information

\* Are you currently attending the University of Oklahoma? ☒ Yes ☐ No

\* Sooner ID Number (This is the 9-digit number on your student ID card):

\* Which campus of the University of Oklahoma are you attending?

\* Current program level:

\* What is your current program?

\* Please select one of the following:

- ☒ 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.
- ☐ 2. I intend to complete my current graduate program and start a new graduate program.
- ☐ 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.
- ☐ 4. I intend to pursue a dual master degree. Both programs must be completed simultaneously.
- ☐ 5. I am currently in an undergraduate Accelerated Degree Program and am applying to the graduate portion of the Accelerated Degree Program.

Additional Information (optional):

Campus

\* Please select the campus you are applying to:

Please reference the [Online Application Information Guide](#) to find available locations for your program.

\* Select your theater code:

\* indicates required field

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Previous Page
Save Save & Exit
Next Page

### **Applicable for Advanced Programs only.**

As you progress through the process it will ask you some more questions. You will come to Campus location.

- Please select the campus you are applying to. “OU Outreach (Advanced Programs)”, “Norman Campus” or “OU-Tulsa”
- If you indicate OU Advanced Programs, you will “Select your theater code“. Use the drop down menu to select your current site location.

Keep going until you come to “Academic Program and Major Selections” page.

- Campus: “OU Outreach (Advanced Programs)”, “Norman Campus” or “OU-Tulsa”

Program Display:

- Scroll down to College of Arts and Sciences
- Click on Clinical Mental Health Counseling if you have not completed your MHR, or
- Click on Human Relations, Licensure, if you have completed your MHR
- Term Applying For: Summer 2017
- Click on Save Program

The screenshot shows the 'Addition or Change of Program Application' page. On the left is a sidebar with 'Application Sections' including Applicant Information, Program Information, Academic Program and Major Selection (highlighted), Academic History, Supplemental Information, Test Scores, Letters of Recommendation, Video Question, Document Dropbox, and Application Submission. A note states: 'Locked pages will open as requirements are met in the form.' The main content area is titled 'Academic Program and Major Selection' and shows 'Campus: OU Outreach - Advanced Programs'. Below is the 'Program Display' section with a green message: 'You have successfully chosen a program name. See details below.' It shows 'Your Selection' as 'Clinical Mental Health Counseling, M.H.R. (AP)' and 'Term' as 'SUMMER 2017'. There is a 'Change Program' button. At the bottom, it says 'Page 3 of 10' and has buttons for 'Previous Page', 'Save', 'Save & Exit', and 'Next Page'.

## Academic History:

- Change of Program does not require you to resubmit:
  - Letters of Recommendation
  - Resume/CV or
  - Statement of Goals is not required
- Click Next Page until the Admissions Agreement on page 10.

The screenshot shows the 'Admissions Agreement' page, which is page 10 of 10. The sidebar is the same as the previous page, with 'Application Submission' highlighted. The main content area is titled 'Admissions Agreement' and contains a paragraph of text about the applicant's agreement to the University's policies. Below the text is a checkbox labeled 'I agree to comply with the Admission Agreement' and a date field set to '5 / 5 / 2017'. There is a note '\* indicates required field'. At the bottom, it says 'Page 10 of 10' and has buttons for 'Previous Page', 'Save', 'Save & Exit', and 'Submit'.

Once the application has been approved to add/change to CHMC, use the below Program of Study to track your progress.

<http://www.ou.edu/cas/humanrelations/graduate/forms>

The academic advisors for the CMHC are Dr. Katie Allen ([kallen@ou.edu](mailto:kallen@ou.edu)) for main campus and Advanced Programs and Dr. Chad Johnson ([cvjohnson@ou.edu](mailto:cvjohnson@ou.edu)) for Tulsa campus.

For questions regarding AP enrollments, please contact your local site director.