**Change or Addition of Program**

Step 1 – Log in to CollegeNet (https://www.applyweb.com/cgi-bin/app?s=ougcop)  
(if you have not used CollegeNet before you will have to set up an account first)

Step 2 – verify name, date of birth & address

Step 3 – answer question “Are you currently attending the University of Oklahoma?”

Step 4 – enter OU ID (can be found by logging in to Ozone – this is NOT your 4+4)

Step 5 – choose your current campus

Step 6 – choose current degree level

Step 7 – Indicate your current degree program

Step 8 – Select from the 5 options

Step 9 – Select the campus of the program to which you wish to add or change and select Next page
Step 10 – choose a new program and term ten select Next Page

- You may choose to Show all or click on a College or group to show just that area.
- Once you have chosen your program then you may select a term.
- If the term you wish is not available you might stop and check with the department to see if applications are taken in the term you are choosing.
- Choose Save Program and Next Page

Step 11 – as a current OU student you should not be required to upload any transcripts

Step 12 - Complete remainder of application as directed. Verify with the department on any requested materials.

- If your change of program is within the same department you may not be required to provide supplemental materials. In that case you may upload a blank word document to “fool” the system and meet the requirement. When references are required you may use office staff, other students or family – just let them know they don’t need to respond.
- If your change of program is to another department you will need to provide all new supplemental materials. References, essays, etc. do not copy over from prior applications.

Step 16 – Once the application is complete (you will need to answer all mandatory questions again) simply click submit. You will not be required to pay a new fee.