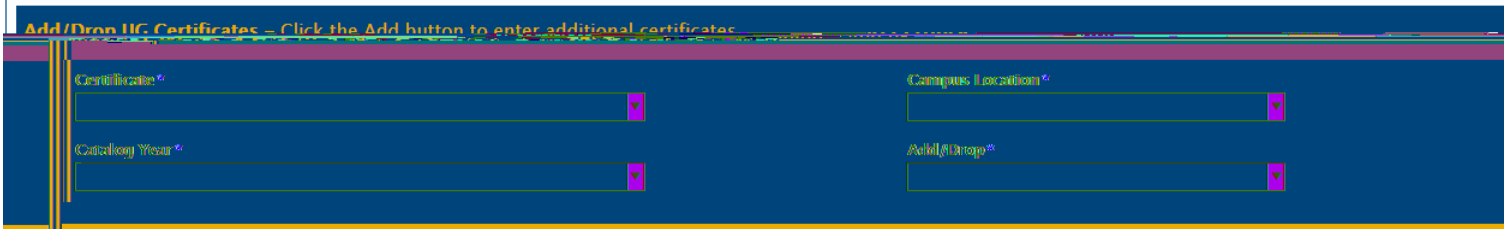
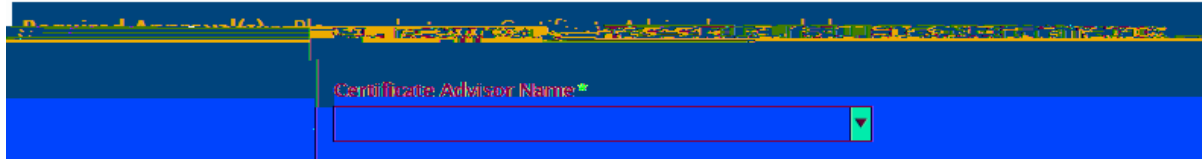




5. Select certificate, catalog year, campus location, and an action (add/drop)



6. Please select appropriate certificate advisor



7. A single form may only be used to declare one certification. If multiple certificates are being declared please use multiple forms.
8. Hit submit
  - a. The form will be sent to the Office of the Registrar for processing
  - b. The student will receive an email to their bear email letting them know certificate change has been processed on their behalf

Reviewed July 2023