




Students: Change a Concentration in ASK

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The process for changing your concentration, degree or track starts out the same way as making any changes to your declaration. You start by going to your "[My Declarations](#)" screen and clicking on the "Change" button. Do not use the "Declare a new concentration" button, which is only if you want a **second** concentration.

Status	Approved
Progress Status	 <i>Gaps in current term.</i>
Degree	A.B.
Concentration	Psychology
Track	None
Advisor	


 To **SWITCH** your concentration, click "change" above to modify your current concentration. Note: until your new concentration is approved, the old one will remain on file as your concentration of record.

To add an **ADDITIONAL** concentration, click "Declare a new concentration" below.

Note that you are not allowed to have more than two courses overlap between concentrations. ASK will **NOT** let you submit a second declaration if more than two courses in the second concentration are listed in your first concentration. If necessary, you should adjust your existing course plan(s) before creating a new declaration.

At this point you'll be taken to the declaration edit screen. At first the concentration, degree and track items are read-only. Look in the information box at the bottom of this section and click on the "Edit Degree Selection" button. This will enable the select menus and change button name to "Set Degree Selection." Once you've made your changes click on this button again, and the rest of the declaration will be editable.

Degree Selection	
Concentration	Psychology (Show Welcome Message)
Degree	A.B.
Track	[Concentration/degree has no tracks]
Preferred Advisor	[advisor assigned by department]
Assigned Advisor	Wright, Jack
Date Submitted	

 While you may change your degree selection at any time, doing so will cause you to lose any concentration-specific data you have set in the remainder of the declaration. If you select to change your degree selection, the rest of the form will be disabled. It will be re-enabled when you make your new selection.

Note that changing your concentration or track may also change any concentration-specific questions you have previously responded to, as well as the expected course attributes. You may need to edit each course in your course plan to set these new attributes.

If you look at your My Declarations screen prior to your changes being approved, you'll notice that the declaration is listed twice. ASK presents both your currently approved and new declaration here. Once your changes are approved, the old declaration will go away.

Status	Not Submitted
Progress Status	● Gaps in current term.
Degree	A.B.
Concentration	History
Track	None
Advisor	
Edit Delete	

Status	Approved
Progress Status	● Gaps in current term.
Degree	A.B.
Concentration	Psychology
Track	None
Advisor	
View	

While you are in the process of changing a declaration both the currently-approved and edited versions of the declaration are visible. Once approved, the new version of this declaration will replace the old one.