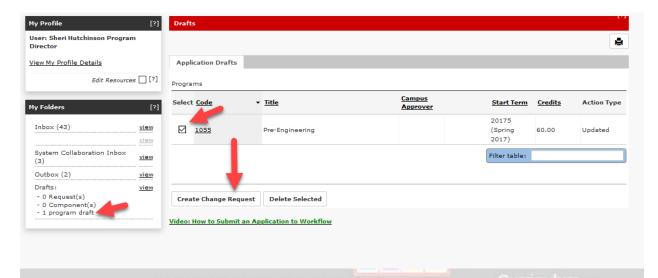
## How to submit the application:

- a. In left side navigation, Click "view" next to Drafts in My Folders
- b. Check the Select box next to the program/component to be submitted
- c. Click Create Change Request at the bottom of the page



d. Enter a title for your request, select the College/University and appropriate category for the next person in the workflow (CAO, Dean etc.), check items that are attached to the application and enter any comments about the change request to be submitted. Suggested title: Use your campus name, Program Name, and action performed. Example:

Amazing College or University: Pre-Engineering, edit title.



Almost there! Don't forget the very last step:

Save and Continue

f. Click Submit Change Request for Approval.

Previous Page



Once the request has gone through all of the campuses workflow processes it will then be reviewed by the assigned Academic Program Director at the Minnesota State System Office. You will be notified if there are any questions and when it is approved.

