



**Graduate Program of Study  
Update Request Portal  
Faculty/Staff Manual**

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## **What is the Graduate Program of Study Update Request Portal?**

This portal will help students submit their request to update catalog years and/or declare a new concentration/specialization (if applicable).

Students will be able to select a catalog year within the 7-year (master's degrees) or 10-year (doctoral degrees) time limit rule, but they cannot select to move backwards into an older catalog year. For the concentrations/specializations, if a student wants to declare a new one but it is not under their current catalog year, the student will have to request a new catalog year and declare the new concentration/specialization.

This process will be initiated by the student. From there it will then go to three areas of review in this order:

1. Graduate Program Coordinator (GPC)
2. Department Chair
3. Office of the University Registrar

After all areas have completed their review, the student will be notified via email if their request has either been approved or denied.

***Any requests to update the catalog year for certificates will be handled outside of the portal. Please contact the Office of the University Registrar at [registrar@utrgv.edu](mailto:registrar@utrgv.edu) for additional information regarding the process for certificates.***

Disclaimer: All student data has been removed to comply with FERPA.

## Student:

The student initiates request by going to link: <https://enrollment.utrgv.edu/gradprogramupdate>

The screenshot shows the UTRGV Graduate Program of Study Update Request login page. At the top, the UTRGV logo is followed by the text "Graduate Program of Study Update Request". Below this is a login box with the heading "Please use your UTRGV credentials to log in". Inside the box, there are two input fields: "Username:" with a user icon and the text "@utrgv.edu", and "Password:" with a lock icon and the text "Password". Below the password field is a checkbox labeled "Remember me on this computer". At the bottom of the login box is a blue button labeled "Login...".

The student's data will be displayed on the left side. It should reflect program, concentration/specialization (if applicable), catalog year, etc...

The screenshot shows the UTRGV Graduate Program of Study Update Request form. At the top, there are navigation links: "Request Form", "My Request History", and "Instruction Manual". On the right, it says "Logged in as Student!". Below the navigation is a red heading: "Please fill out the form based on the options available to you". The form is divided into two main sections. On the left is a table of student data, and on the right are form fields for updating the request.

Student Id	[Redacted]
First Name	[Redacted]
Last Name	[Redacted]
Academic Level	MA
Department	Literature & Cultural Studies
College	College of Liberal Arts
Program	English (LA-MA-RENG)
Concentration/specialization	Literature & Cultural Studies
Catalog	2018-2019
Grad Application	Yes
Grad Application Term	202310

Select Catalog Year: 2018-2019

Select Concentration/specialization: -Select Concentration/Specialization-

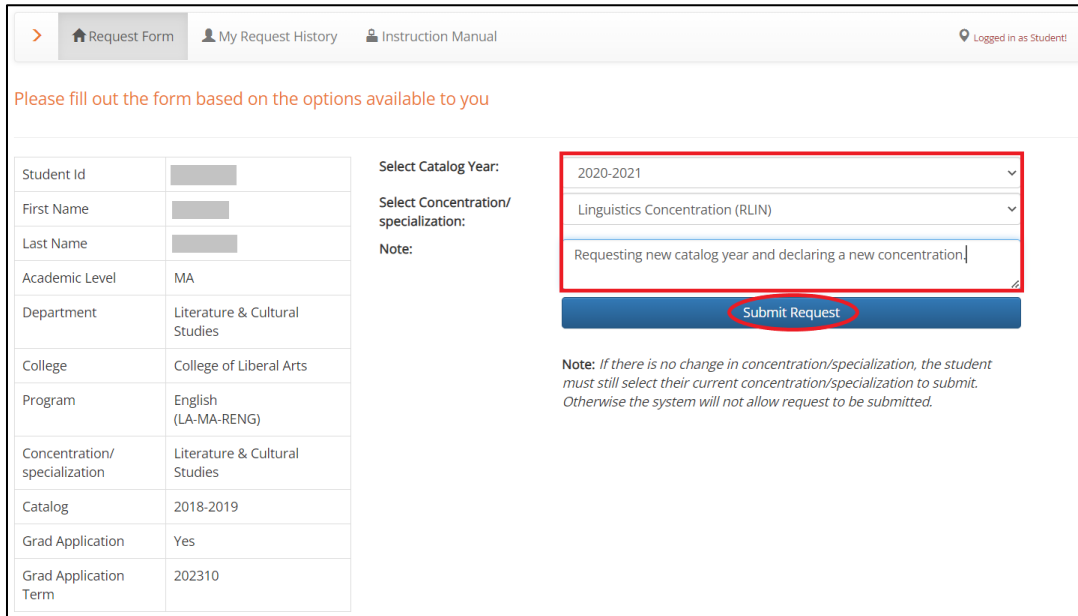
Note: Leave a short message if any (Limited to 50 characters).

Submit Request

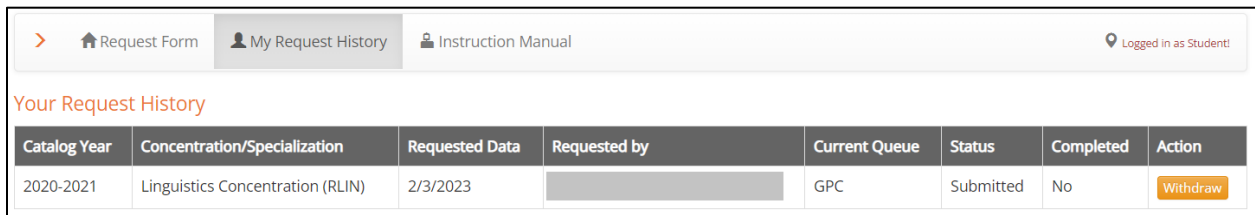
**Note:** If there is no change in concentration/specialization, the student must still select their current concentration/specialization to submit. Otherwise the system will not allow request to be submitted.

On the right side, the student will be able to choose a new catalog year, declare a new concentration/specialization (if applicable), and write a note (optional). After the desired options are chosen, click on "Submit Request."

**Note:** If there is no change in concentration/specialization, the student must still select their current concentration/specialization to submit. Otherwise the system will not allow request to be submitted.

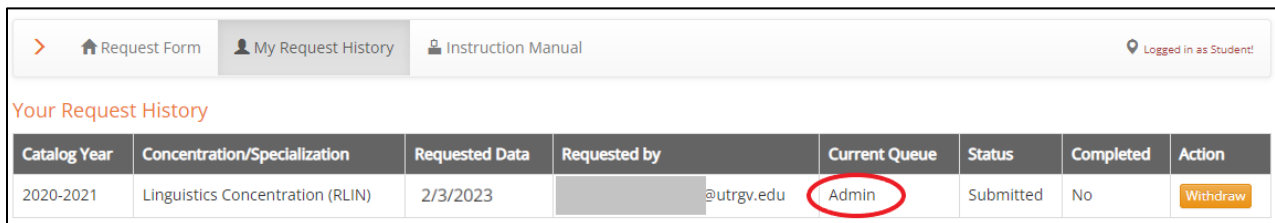


The request will now be under the "My Request History" tab in the student view and moved to the GPC queue. The student will also be able to withdraw the request at any time (if necessary) by clicking on the "Withdraw" button.



Catalog Year	Concentration/Specialization	Requested Data	Requested by	Current Queue	Status	Completed	Action
2020-2021	Linguistics Concentration (RLIN)	2/3/2023	[Redacted]	GPC	Submitted	No	Withdraw

After the student submits, the designated Graduate Program Coordinator will receive an email informing them that a new request is under their queue and is pending to review. Once in the GPC queue, this will begin the approval workflow. As the request is being processed, the student will be able to view under the "Current Queue" column which step of the workflow their submission is at.




Catalog Year	Concentration/Specialization	Requested Data	Requested by	Current Queue	Status	Completed	Action
2020-2021	Linguistics Concentration (RLIN)	2/3/2023	[Redacted]@utrgv.edu	Admin	Submitted	No	Withdraw


The three steps of the workflow are as follows:


1. Graduate Program Coordinator
2. Department Chair
3. Office of the University Registrar

The student will receive a confirmation email after submitting their request.

Online Graduate Program of Study Update Request

 registrar@utrgv.edu  
To [redacted]

 This message was sent with High importance.

Start your reply all with:     Feedback

Dear Student:

Thank you for submitting your graduate program of study update request. After the process has been completed, you will receive another email notifying you if your request is approved or denied.


<http://enrollment.utrgv.edu/Gradprogramupdate>

Thank you!  
Office of the University Registrar  
[registrar@utrgv.edu](mailto:registrar@utrgv.edu)

This is an auto generated email, please do not reply.

Once the workflow has been completed, the student will receive an email informing them if their request has been approved or denied. Sample email below of an approved request.

Your Graduate Program of Study Update Request

 [redacted]  
To [redacted]

Dear Student:

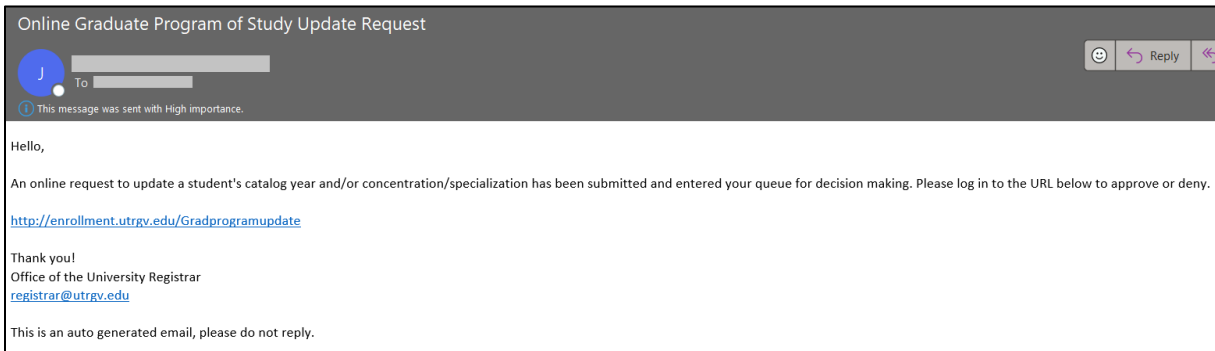
Your request for an update to your graduate program of study has been approved. You may verify your updated degree plan via DegreeWorks by logging in to ASSIST at <https://my.utrgv.edu>.

Thank you!  
Office of the University Registrar  
[registrar@utrgv.edu](mailto:registrar@utrgv.edu)

This is an auto generated email, please do not reply.

## Graduate Program Coordinator:

The Graduate Program Coordinator (GPC) will receive an email after the student submits the request.



The GPC will then have to log in to portal with their UTRGV credentials.

The login form has a title "Please use your UTRGV credentials to log in". It contains two input fields: "Username:" with a dropdown menu showing "@utrgv.edu" and "Password:" with a masked password field. Below the password field is a checkbox labeled "Remember me on this computer". At the bottom is a blue "Login..." button.

After logging in, they can see the requests under their queue. To review a specific request, click on "View."

The screenshot shows a web portal interface. At the top, there are navigation options: "Requests" (selected), "Search Student", and "Process Flowchart". A user is logged in as "Advisor!". Below this is a section titled "Pending Requests" containing a table with the following data:

	#	First Name	Last Name	Academic Level	Department	Program	Concentration/specialization Requested	Catalog Requested	Grad Application	Request Date	Request By
<a href="#">View</a>	10			MA	Literature & Cultural Studies	English (LA-MA-RENG)	Linguistics Concentration (RLIN)	2020-2021	Yes	2/3/2023	

Once opened, the GPC will be able to view all the student's information with their new requested catalog year and/or new declared concentration/specialization.

Requests Search Student Process Flowchart Logged in as Advisor!

ID: MA Req #10

	Requested	Before
PROG	English (LA-MA-RENG)	
Catalog	2020-2021	2018-2019
Conc/Spec	Linguistics Concentration (RLIN)	Literature & Cultural Studies (RLCS)

**Requestor Note:**  
Requesting new catalog year and declaring a new concentration.

**Other Information**  
Active Graduation Application=Yes Active Grad Term=202310 FAFSA=Yes Athlete=No  
Not Completed

**Make decision**  
Approve or Deny: -Select-  
Comment (optional): Limited to 200 characters.  
Next Approver(s):  [Name]  
Submit

Flow Path: > Student > Advisor > Chair > Admin

From	To	Requested Data	Decision	Decision Date	Comment
@utrgv.edu (Student)	@utrgv.edu (Advisor)	2/3/2023	Pending		

The GPC can either approve or deny depending on their criteria and program/department policies.

Requests Search Student Process Flowchart Logged in as Advisor!

ID: MA Req #10

	Requested	Before
PROG	English (LA-MA-RENG)	
Catalog	2020-2021	2018-2019
Conc/Spec	Linguistics Concentration (RLIN)	Literature & Cultural Studies (RLCS)

**Requestor Note:**  
Requesting new catalog year and declaring a new concentration.

**Other Information**  
Active Graduation Application=Yes Active Grad Term=202310 FAFSA=Yes Athlete=No  
Not Completed

**Make decision**  
Approve or Deny: -Select-  
Comment (optional):  
Next Approver(s):  [Name]  
Submit

Flow Path: > Student > Advisor > Chair > Admin

From	To	Requested Data	Decision	Decision Date	Comment
@utrgv.edu (Student)	@utrgv.edu (Advisor)	2/3/2023	Pending		

Once a decision has been chosen and a comment (optional) has been added, click on "Submit."



Requests Search Student Process Flowchart Logged in as Advisor

ID: MA Req #10

	Requested	Before
PROG	English (LA-MA-RENG)	
Catalog	2020-2021	2018-2019
Conc/Spec	Linguistics Concentration (RLIN)	Literature & Cultural Studies (RLCS)

**Requestor Note:**  
Requesting new catalog year and declaring a new concentration.

**Other Information**  
 Active Graduation Application=Yes Active Grad Term= 202310 FAFSA=Yes Athlete=No  
 Not Completed

**Make decision**  
 Approve or Deny:   
 Comment (optional):   
 Next Approver(s):

Flow Path: > Student > Advisor > Chair > Admin

From	To	Requested Data	Decision	Decision Date	Comment
@utrgv.edu (Student)	@utrgv.edu (Advisor)	2/3/2023	Pending		

After submitting, the chosen decision will reflect on the table below, keeping track of everyone in this particular workflow with the decisions and comments that have been made.

Requests Search Student Process Flowchart Logged in as Advisor

ID: MA Req #10

	Requested	Before
PROG	English (LA-MA-RENG)	
Catalog	2020-2021	2018-2019
Conc/Spec	Linguistics Concentration (RLIN)	Literature & Cultural Studies (RLCS)

**Requestor Note:**  
Requesting new catalog year and declaring a new concentration.

**Other Information**  
 Active Graduation Application=Yes Active Grad Term= 202310 FAFSA=Yes Athlete=No  
 Not Completed

**Make decision**  
 Approve or Deny:   
 Comment (optional):   
 Next Approver(s):  Office of the Registrar

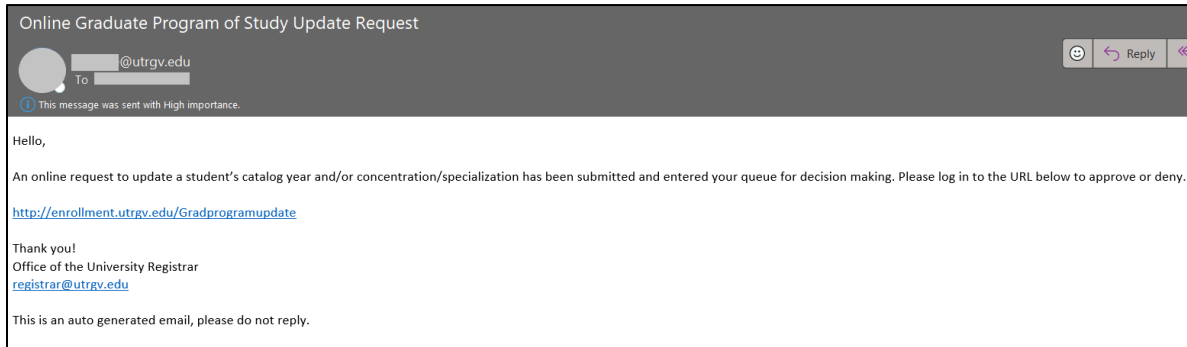
Flow Path: > Student > Advisor > Chair > Admin

From	To	Requested Data	Decision	Decision Date	Comment
@utrgv.edu (Student)	@utrgv.edu (Advisor)	2/3/2023	Approve	2/3/2023	Approving request.
@utrgv.edu (Advisor)	@utrgv.edu (Chair)	2/3/2023	Pending		

When the GPC has made a decision, the department chair will receive an email informing them a new request has entered their queue.

## Department Chair:

The department chair will receive an email after the GPC makes a decision.



The department chair will have to log in to the portal with their UTRGV credentials.

The screenshot shows a login form with the heading "Please use your UTRGV credentials to log in". It includes fields for "Username:" (with a placeholder "@utrgv.edu") and "Password:" (with masked characters). There is a checkbox for "Remember me on this computer" and a blue "Login..." button.

Once logged in, the department chair should see the request under their "Pending Requests" tab. Click on "View" to review.

The screenshot shows a web portal interface. At the top, there are navigation options: "Requests", "Search Student", and "Process Flowchart". The user is logged in as "Department Approver!". Below this, there is a section titled "Pending Requests" containing a table with the following data:

	#	First Name	Last Name	Academic Level	Department	Program	Concentration/specialization Requested	Catalog Requested	Grad Application	Request Date	Request By
<a href="#">View</a>	10			MA	Literature & Cultural Studies	English (LA-MA-RENG)	Linguistics Concentration (RLIN)	2020-2021	Yes	2/3/2023	@utrgv.edu

Same as the GPC, the department chair should see the student's information along with the requested information.

> Requests Search Student Process Flowchart Logged In as Department Approver!

ID: [redacted] MA Req #10

	Requested	Before
PROG	English (LA-MA-RENG)	
Catalog	2020-2021	2018-2019
Conc/Spec	Linguistics Concentration (RLIN)	Literature & Cultural Studies (RLCS)

**Requestor Note:**  
Requesting new catalog year and declaring a new concentration.

**Other Information**  
 Active Graduation Application=Yes Active Grad Term= 202310 FAFSA=Yes Athlete=No  
 Not Completed

**Flow Path:** > Student > Advisor > Chair > Admin

From	To	Requested Data	Decision	Decision Date	Comment
[redacted]@utrgv.edu (Student)	[redacted]@utrgv.edu (Advisor)	2/3/2023	Approve	2/3/2023	Approving request.
[redacted]@utrgv.edu (Advisor)	[redacted]@utrgv.edu (Chair)	2/3/2023	Pending		

**Make decision**  
 Approve or Deny: -Select-  
 Comment (optional): Limited to 200 characters.  
 Next Approver(s):  Office of the Registrar  
 Submit

The department chair can choose to either approve or deny the request based on their criteria and department policies.

> Requests Search Student Process Flowchart Logged In as Department Approver!

ID: [redacted] MA Req #10

	Requested	Before
PROG	English (LA-MA-RENG)	
Catalog	2020-2021	2018-2019
Conc/Spec	Linguistics Concentration (RLIN)	Literature & Cultural Studies (RLCS)

**Requestor Note:**  
Requesting new catalog year and declaring a new concentration.

**Other Information**  
 Active Graduation Application=Yes Active Grad Term= 202310 FAFSA=Yes Athlete=No  
 Not Completed

**Flow Path:** > Student > Advisor > Chair > Admin

From	To	Requested Data	Decision	Decision Date	Comment
[redacted]@utrgv.edu (Student)	[redacted]@utrgv.edu (Advisor)	2/3/2023	Approve	2/3/2023	Approving request.
[redacted]@utrgv.edu (Advisor)	[redacted]@utrgv.edu (Chair)	2/3/2023	Pending		

**Make decision**  
 Approve or Deny: -Select-  
 Comment (optional):  
 Next Approver(s):  Office of the Registrar  
 Submit

After choosing their response and typing a comment (optional), click on “Submit.”

ID: [redacted] MA Req #10  
**Requested** Before  
**PROG** English (LA-MA-RENG)  
**Catalog** 2020-2021 2018-2019  
**Conc/Spec** Linguistics Concentration (RLIN) Literature & Cultural Studies (RLCS)

**Requestor Note:**  
 Requesting new catalog year and declaring a new concentration.

**Other Information**  
 Active Graduation Application=Yes Active Grad Term= 202310 FAFSA=Yes Athlete=No  
 Not Completed

**Make decision**  
 Approve or Deny: Approve  
 Comment (optional): Yes, approved  
 Next Approver(s):  Office of the Registrar

**Flow Path:** > Student > Advisor > Chair > Admin

From	To	Requested Data	Decision	Decision Date	Comment
[redacted]@utrgv.edu (Student)	[redacted]@utrgv.edu (Advisor)	2/3/2023	Approve	2/3/2023	Approving request.
[redacted]@utrgv.edu (Advisor)	[redacted]@utrgv.edu (Chair)	2/3/2023	Pending		

When the decision has been submitted, the department chair should see their response on the table below.

ID: [redacted] MA Req #10  
**Requested** Before  
**PROG** English (LA-MA-RENG)  
**Catalog** 2020-2021 2018-2019  
**Conc/Spec** Linguistics Concentration (RLIN) Literature & Cultural Studies (RLCS)

**Requestor Note:**  
 Requesting new catalog year and declaring a new concentration.

**Other Information**  
 Active Graduation Application=Yes Active Grad Term= 202310 FAFSA=Yes Athlete=No  
 Not Completed

**Make decision**  
 Approve or Deny: -Select-  
 Comment (optional): Limited to 200 characters.  
 Next Approver(s):  Office of the Registrar

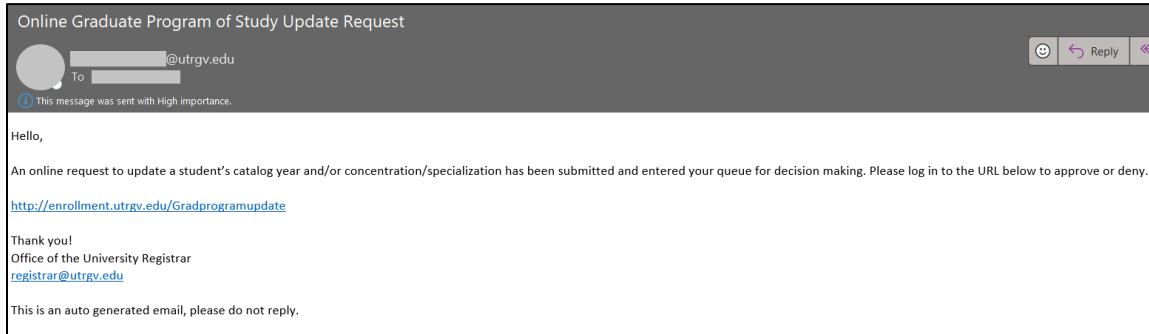
**Flow Path:** > Student > Advisor > Chair > Admin

From	To	Requested Data	Decision	Decision Date	Comment
[redacted]@utrgv.edu (Student)	[redacted]@utrgv.edu (Advisor)	2/3/2023	Approve	2/3/2023	Approving request.
[redacted]@utrgv.edu (Advisor)	[redacted]@utrgv.edu (Chair)	2/3/2023	Approve	2/3/2023	Yes, approved.
[redacted]@utrgv.edu (Chair)	registrar@utrgv.edu (Admin)	2/3/2023	Pending		

The Office of the University Registrar will now receive an email notifying them that a new request is under their queue.

## Office of the University Registrar:

The Office of the University Registrar (OUR) staff member will receive an email after the department chair makes a decision.



A staff member of the OUR will log in with their UTRGV credentials.

The login page has a title "Please use your UTRGV credentials to log in". It contains two input fields: "Username:" with the value "[redacted]@utrgv.edu" and "Password:" with masked characters. Below the password field is a checkbox labeled "Remember me on this computer". At the bottom is a blue "Login..." button.

They will be able to view the submitted request and click on "View" to review it.

<span>&gt;</span> <span>Requests</span> <span>Search Student</span> <span>Admin Management</span> <span>Process Flowchart</span> <span>Logged in as Admin</span>													
Pending Requests													
	#	Student Id	First Name	Last Name	Department	Program	Concentration/specialization Requested	Catalog Requested	Request Date	Catalog Requested	Grad Application	Athlete	Assigned To
View	10	[redacted]	[redacted]	[redacted]	Literature & Cultural Studies	English (LA-MA-RENG)	Linguistics Concentration (RLIN)	2020-2021	2/3/2023	2020-2021	Yes		

Same as previous steps, the student’s information will display along with the decisions already made by the GPC and the department chair. The action to be taken by the OUR staff member will be defaulted based on the department chair's decision however this may be updated as needed.

**Note:** OUR will only process requests that have been approved.

The OUR also has the option to “ReRoute” requests according to their judgement.

The screenshot shows a web application interface for processing requests. At the top, there are navigation links: 'Requests', 'Search Student', 'Admin Management', and 'Process Flowchart'. The user is logged in as 'Admin'. The request details are as follows:

	Requested	Before
PROG	English (LA-MA-RENG)	
Catalog	2020-2021	2018-2019
Conc/Spec	Linguistics Concentration (RLIN)	Literature & Cultural Studies (RLCS)

**Requestor Note:**  
Requesting new catalog year and declaring a new concentration.

**Other Information:**  
Active Graduation Application=Yes, Active Grad Term= 202310, FAFSA=Yes, Athlete=No, Not Completed

**Make decision**  
Approve or Deny: Approve  
Comment (optional): Dear Student: Your request for an update to your graduate program of study has been approved. You may verify your updated degree plan via DegreeWorks by logging in to  
Next Approver(s):  Office of the Registrar

**Flow Path:** > Student > Advisor > Chair > Admin

From	To	Requested Date	Decision	Decision Date	Comment
@utrgv.edu (Student)	@utrgv.edu (Advisor)	2/3/2023	Approve	2/3/2023	Approving request.
@utrgv.edu (Advisor)	@utrgv.edu (Chair)	2/3/2023	Approve	2/3/2023	Yes, approved.
@utrgv.edu (Chair)	registrar@utrgv.edu (Admin)	2/3/2023	Pending		

If they choose to “Reroute,” the OUR staff member can send it back to the chair of the chosen department from the dropdown list or send it back to the GPC. By doing so, the department chair or the GPC will receive an email informing them about the request being sent back to their queue.

**Note:** The department selection is always defaulting to the department where the previous decision was made; only update to a different department if necessary.

Requests Search Student Admin Management Process Flowchart Logged in as Admin

ID: MA Req #10 2020-2021 Linguistics Concentration (RLIN) [Back to List](#)

**Re-Route to Department**

Select Department: LA - Literature & Cultural Studies (LTC5)

Comment:

[Send back to GPC](#)

Request will be send back to GPC based on the program code with this action.

[Submit](#)

Flow Path: > Student > Advisor > Chair > Admin

From	To	Requested Data	Decision	Decision Date	Comment
@utrgv.edu (Student)	@utrgv.edu (Advisor)	2/3/2023	Approve	2/3/2023	Approving request.
@utrgv.edu (Advisor)	@utrgv.edu (Chair)	2/3/2023	Approve	2/3/2023	Yes, approved.
@utrgv.edu (Chair)	registrar@utrgv.edu (Admin)	2/3/2023	Pending		

If no ReRoute is required, the defaulted comment can be edited or left as is. After everything is done being reviewed, click on “Submit” to complete workflow. The answer will be recorded on the table below and an email will be sent out to the student informing them that their request has been completed.

Requests Search Student Admin Management Process Flowchart Logged in as Admin

ID: MA Req #10 [ReRoute](#)

	Requested	Before
PROG	English (LA-MA-RENG)	
Catalog	2020-2021	2018-2019
Conc/Spec	Linguistics Concentration (RLIN)	Literature & Cultural Studies (RLCS)

**Requestor Note:**  
Requesting new catalog year and declaring a new concentration.

**Other Information**  
Active Graduation Application=Yes Active Grad Term= 202310 FAFSA=Yes Athlete=No Completed

Flow Path: > Student > Advisor > Chair > Admin

[Make decision](#)

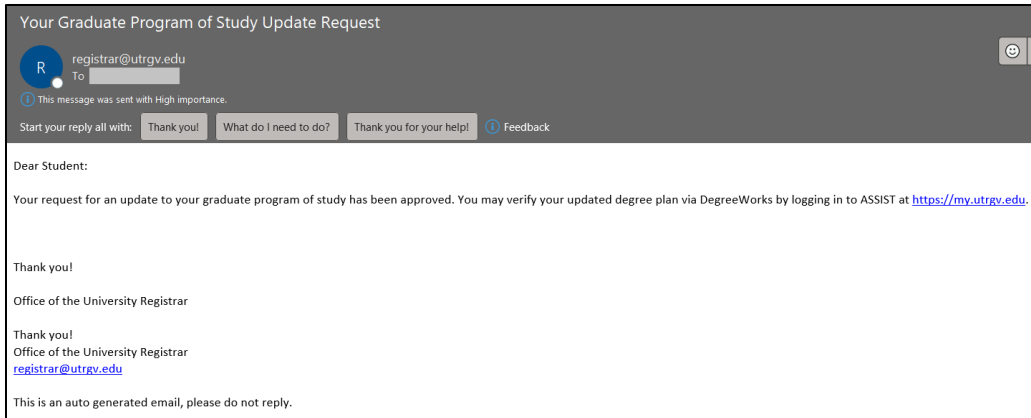
Approve or Deny: Approve

Comment (optional):  
Dear Student:  
Your request for an update to your graduate program of study has been approved. You may verify your updated degree plan via DegreeWorks by logging in to

Next Approver(s):  
 Office of the Registrar

From	To	Requested Data	Decision	Decision Date	Comment
@utrgv.edu (Student)	@utrgv.edu (Advisor)	2/3/2023	Approve	2/3/2023	Approving request.
@utrgv.edu (Advisor)	@utrgv.edu (Chair)	2/3/2023	Approve	2/3/2023	Yes, approved.
@utrgv.edu (Chair)	registrar@utrgv.edu (Admin)	2/3/2023	Approve	2/3/2023	Dear Student: Your request for an update to your graduate program of study has been approved. You may verify your updated degree plan via DegreeWorks by logging in to ASSIST at <a href="https://my.utrgv.edu">https://my.utrgv.edu</a> . Thank you! Office of the University Registrar

The student will receive an email communicating the final decision. Sample email below of an approved request.



## Things to Know

- ❖ Requests submitted after the census date as indicated on the [academic calendar and accelerated program calendars](#) are effective for the next term.
- ❖ Students in the Master of Arts in Interdisciplinary Studies program that want to change their concentration will not be able to do so through the portal and will need to submit a new admissions application.

If you have additional questions regarding the Graduate Program of Study Update Request portal, please contact the Office of the University Registrar at [registrar@utrgv.edu](mailto:registrar@utrgv.edu).