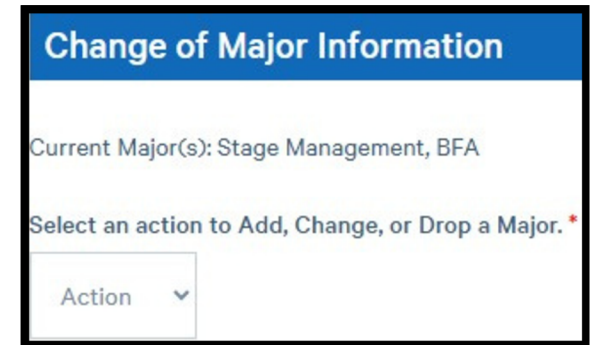


How to Submit the Change of Major or Minor Form in IC Workflow



Office of the Registrar

- Go to apps.ithaca.edu.
- Select **IC Workflow**.
 - If prompted, login using your IC Credentials.
- Select **“Change of Major/Concentration” or “Change of Minor”**
- Select **Add, Change, or Drop a Major/Minor** from the drop-down menu.
- Select the major/minor you are adding, changing, or dropping from the drop-down menu.
- Scroll down to the **“Supporting Information”** section.
- Select **“Degree Works – Degree Audit”** from the drop down.
- Select **“Choose File”**.
- Upload a PDF of your **Degree Audit**.
- Provide any additional comments you would like.
- Click **“Submit”**.
- Check your IC Email for updates.



How to Download a PDF of Your Degree Audit

- Open apps.ithaca.edu in a new tab.
- Select **“Degree Works”**.
- Login using your IC Credentials.
- Select the print icon at the top right of the page.
- Select **“Open PDF”**. This opens your Degree Audit in a new tab.
- Select the Download icon from the top right.
- Save the PDF to your device.



For More Information

Visit www.ithaca.edu/registrar
Email registrar@ithaca.edu
Call (607) 274-3127

Revised 9/2025