

To complete the “CHANGE of PROGRAM” to move to the Clinical Mental Health Counseling (CMHC) concentration for the Master of Human Relations in CollegeNet please use the below. Note this concentration is only available for Oklahoma locations.

<https://www.applyweb.com/ougrad/>

You will come to an area it ask you the "Change of Program Information".

- Have you previously attend the University, you will mark "Yes"
- Level of degree you are completing: “Graduate (Master or Ph.D.)”
- Please list your former OU ID number
- Which campus of the University of Oklahoma did you attend? “OU Outreach (Advanced Programs)”
- Please confirm that you are currently enrolled in a Graduate or Accelerated program at University of Oklahoma: “Yes”

Then you will have 5 options to choose from. You will want to choose the **1st** one “*I intend to change my graduate program, campus and/or concentration.*”

The screenshot shows the 'Change of Program Information' form. On the left is a sidebar with 'Application Sections' including Applicant Information, Address Information, Citizenship Information, Financial Documentation Requirements, Academic Disclosure and History Information, Academic History, Campus Selection, Academic Program and Major Selection, Supplemental Information, Work Experience, Letters of Recommendation, Video Question, Document Dropbox, and Mandatory Information. A note states: 'Locked pages will open as requirements are met in the form.' The main form area is titled 'Change of Program Information' and contains the following fields and options:

- * Are you currently attending the University of Oklahoma? Yes No
- * Level of degree you are completing: Graduate (Master or Ph.D.)
- Please list your OU ID number (or indicate "unknown" if you do not remember this number): [Text input field]
- * Which campus of the University of Oklahoma are you attending? OU Outreach-(Advanced Programs or Liberal Studies)
- * Please confirm that you are currently enrolled in a Graduate or Accelerated program at the University of Oklahoma. Yes, I am enrolled at OU as a Graduate or Accelerated student. No, I am not enrolled as an OU Graduate or Accelerated student.
- * Please select the most appropriate option below.
 - 1. I intend to change my graduate program, campus, and/or concentration. If approved, you will be removed from your current program, campus, and/or concentration.
 - 2. I intend to complete my current graduate program and start a new graduate program.
 - 3. I intend to pursue an additional graduate program. If approved, you will be active in both programs. Examples: master's while enrolled in a doctoral program or graduate certificate while enrolled in a degree program.
 - 4. I intend to pursue a dual master's degree. Both programs must be completed simultaneously.
 - 5. I am currently in an undergraduate Accelerated Degree Program and am applying to the graduate portion of the Accelerated Degree Program.
- Additional Information (optional): [Text area]

* indicates required field

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Buttons: Save, Save & Exit, Next Page >

As you progress through the process it will ask you some more questions. You will come to Campus location.

- Please select the campus you are applying to. “Advanced Programs”
- Have you previously been admitted as an Advanced Programs: “Yes”

Keep going until you come to “Academic Program and Major Selections” page.

- Campus: “Advanced Programs”

Program Choice:

- Scroll down to College of Arts and Sciences
- Click on Clinical Mental Health Counseling if you have not completed your MHR, or
- Click on Human Relations, Licensure, if you have completed your MHR
- Term Applying For: Fall 16
- Click on Save Program

The screenshot shows the 'Application for Graduate Admissions' page on the University of Oklahoma Graduate College website. The page is titled 'Academic Program and Major Selection' and is for the 'Campus OU Outreach - Advanced Programs'. Under the 'Program Choice' section, there is a search bar with the text 'Search for a Program' and a 'Type to Search' input field. Below the search bar are buttons for 'Show All Programs' and 'Filter by...'. A message states 'Click on any organization to display available programs.' The 'College of Arts and Sciences' section is expanded, showing a table of programs. The first program, 'Clinical Mental Health Counseling', is selected, and the 'Select Term' dropdown is set to 'FALL 2016'. A 'Save Program' button is visible next to the dropdown. Other programs listed include 'Communication, MA (AP)', 'Economics, M.A. (AP)', 'Human Relations, Licensure (AP)', and 'Human Relations, M.H.R. (AP)'. Below this, other colleges are listed: 'College of International Studies', 'Graduate Certificates', 'Graduate College', 'Jeannine Rainbolt College of Education', and 'Non-Degree Seeking'. The page number 'Page 8 of 14' is displayed at the bottom, along with navigation buttons: '< Previous Page', 'Save', 'Save & Exit', and 'Next Page >'.

Theater Code:

- Select your theater code, please reference the Online Application Information Guide: Click on the dropbox to select your site.

Letters of Recommendation not required

- Click Next Page

Document Dropbox

Resume/CV and Statement of Goals is not required

- Click Next Page

You will come to a button that will ask you “Submit and Pay” go ahead and click on the button. You should not have to pay the fees.

Once the application has been approved to add/change to CHMC, use the below Program of Study to track your progress.

http://www.ou.edu/content/dam/gradweb/documents/Forms_and_packets/Masters/program_of_study/arts_and_sciences/MHR_ClinMentHlthCouns_M200.pdf

The Academic Advisor is Dr. Katie Allen for all LPC/CMHC advising questions. She can be reached via email at kallen@ou.edu or by calling (405) 325-2402.

For questions regarding AP enrollments, please contact your local site director.