

How do I declare my Specialization or make a change?

Step 1

Locate the Service Request option in your Mosaic Student Centre

▼ **Academics**

[Search](#)
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[My Academics](#)

Service Requests >>

This Week's Schedule	
Class	Schedule
BUSADMIN B712-C01 LEC (14624)	We 2:30PM - 5:30PM RJC 313
BUSADMIN F725-C01 LEC (14576)	Th 7:00PM - 10:00PM RJC 214
BUSADMIN F734-C01 LEC (14753)	Mo 7:00PM - 10:00PM RJC 214
BUSADMIN F735-C01 LEC (16683)	We 7:00PM - 10:00PM RJC 214
BUSADMIN P720-C02 LEC (14618)	We 8:30AM - 11:30AM RJC 313

[Weekly Schedule](#) ▶
[Enrollment Shopping Cart](#) ▶

Step 2

Create a NEW Service Request. **** Be sure to select "GRADUATE STUDENTS Service Request".

Academic Institution

Select a Request Category 1 - 2 - 3

Select a Request Category Personalize | Find | View All | 1-5 of 5 | First | Last

Graduate Students - Service Requests

Humanities-Commerce Minor

Request for Program Change to Allow for Graduation

Request for Specialization Change

Requests for Program Change

Step 3

Select "Graduate Student – Request for Plan Change"

Select a Request Type 1 - 2 - 3

Select a Request Type Personalize | Find | View All | 1 of 1 | First | Last

Graduate Students - Request for Plan Change

Step 4

Fill in your current program and the specialization you would like to declare.


My Request Detail

Category Graduate Students - Service Requests **Type** Graduate Students - Request for Plan Change

Subtype None **Request Date** 2019/03/19

Status Submitted

Comment



Normal Font Size **B I U S**

I am a full time student currently in my final term. Please change my specialization to

File Attachments Personalize | Find | First 1 of 1 Last

Attachments	Audit	
Attached File		View Add Attachment
		View Add Attachment

Submit **Cancel**

You can monitor the progress of your request. The request will be reviewed by an Academic Advisor and the status will change to "Approved". It is then forwarded to the School of Graduate Studies and the status will be updated to "Processed". You should see the new plan reflected in your transcript within 1-2 weeks.