Submitting a DPR Update Request Form

The LAS DPR Update Request Form application is used by LAS faculty advisors and administrators in the LAS Undergraduate College Office. Faculty will use this application to submit DPR update requests for LAS undergraduate students only. Administrators will submit the requests that involve transfer credit approval, and in some cases submit requests on behalf of instructors or students.

Once the request is submitted, an administrator will log in to the application to review and resolve or cancel the request.

Perform the following steps to submit a DPR update request form:

1. Click the link below to access the LAS DPR Update Request Form application and log in using your Campus Connect username and password: https://lascollege.depaul.edu/DPRUpdate

2. Click the Calendar icon to select the date. You can also enter the date in month/day/year format.

3. Start typing the DePaul ID number of the student for whom you want to submit a DPR update request form.
4. The student’s name will appear in the drop-down list for you to click.

5. Notice that the **Primary Major/Concentration** field appears as soon as you select the student’s ID number. This information is pulled from Campus Connect.

6. Select the first minor or concentration from the **Minor One/Concentration** drop-down list. You can also type the minor or concentration and it will appear in the drop-down list for you to click.

   **Note:** This is an optional field.
7. Select the second minor or concentration from the **Minor Two/Concentration** drop-down list. You can also type the minor or concentration and it will appear in the drop-down list for you to click. This, too, is an optional field.

8. Choose the curriculum area from the **Curriculum Area** drop-down list.

**Note:** This form should only be used for LAS undergraduate students.
9. Enter the explanation for the DPR update that you are requesting.

10. Review the information you have entered in the form, and then click the Submit Update button to submit the request.

Note: The Clear Form button will clear all the information that you have previously entered.
11. A confirmation message will appear in red, and a notification email will be sent to the student and the administrator informing them that the request has been submitted.

12. Your part as a faculty is now complete. Click the **Logout** tab to log out of the system.