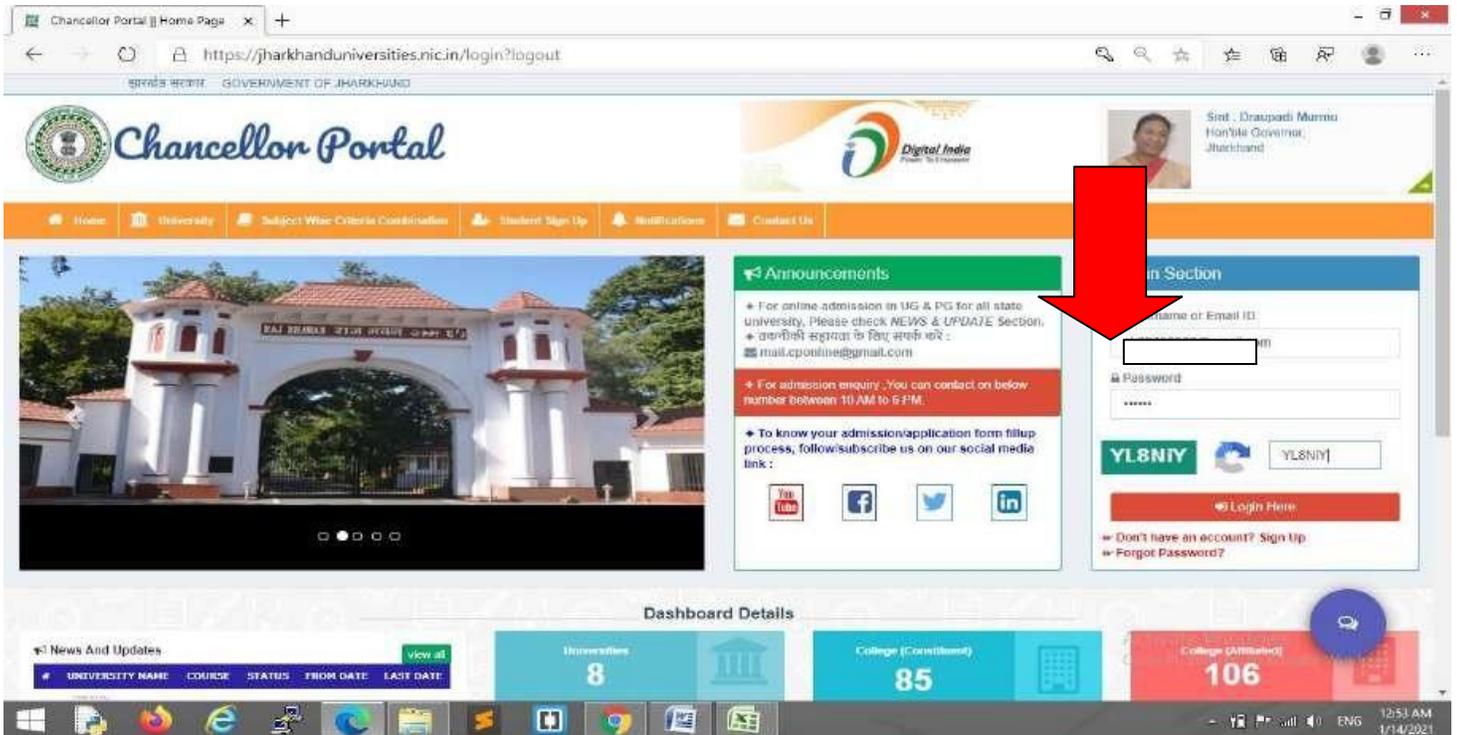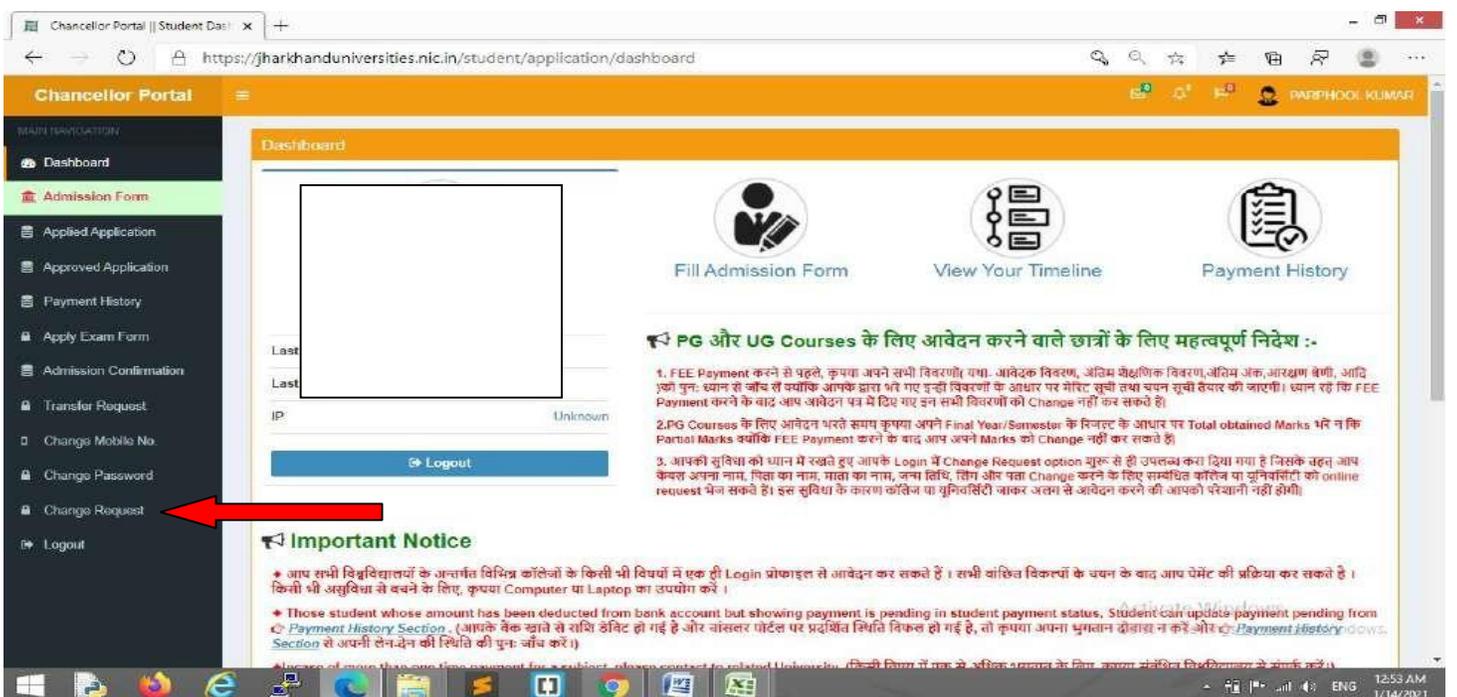# Steps to Request "Subject Change" as G.E. Paper & AECC paper on Chancellor Portal.

UG- 2021-2024
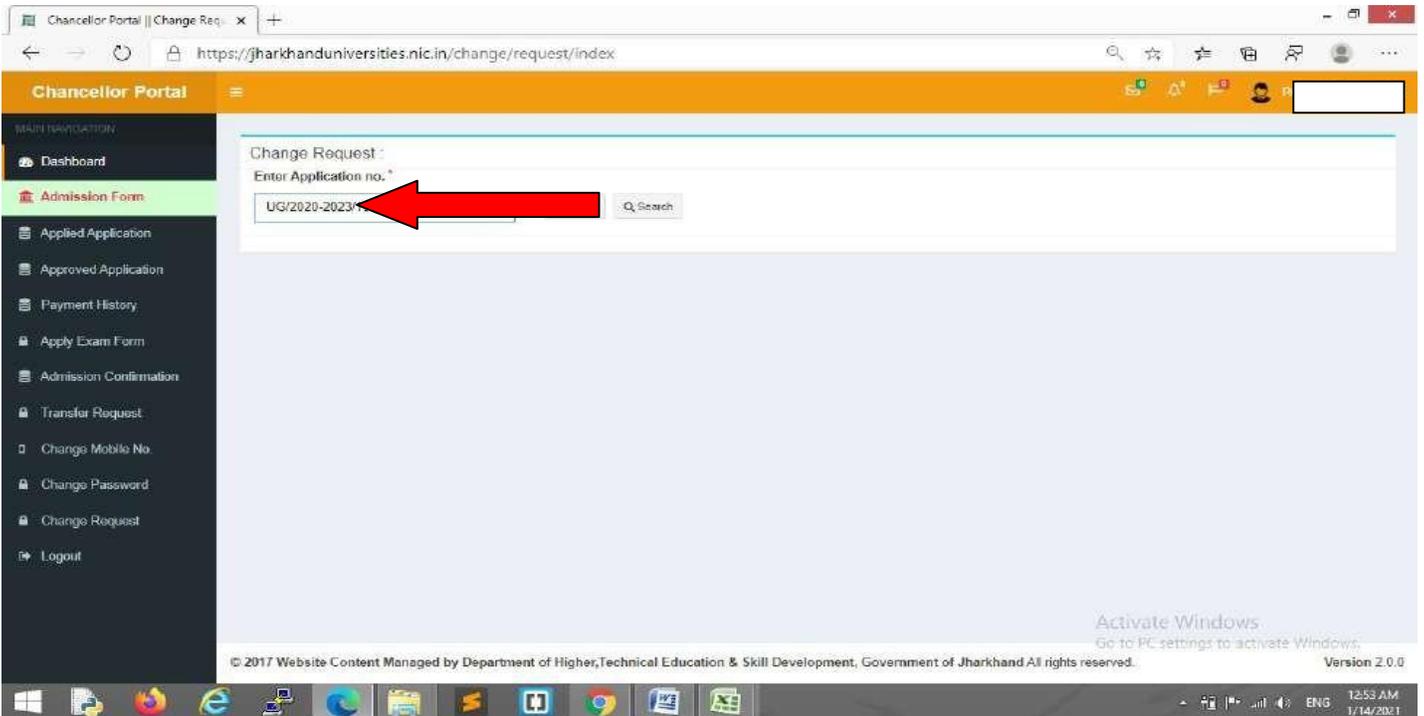
1. **Applicant has to Request from his/her registered login** from Chancellor Portal.
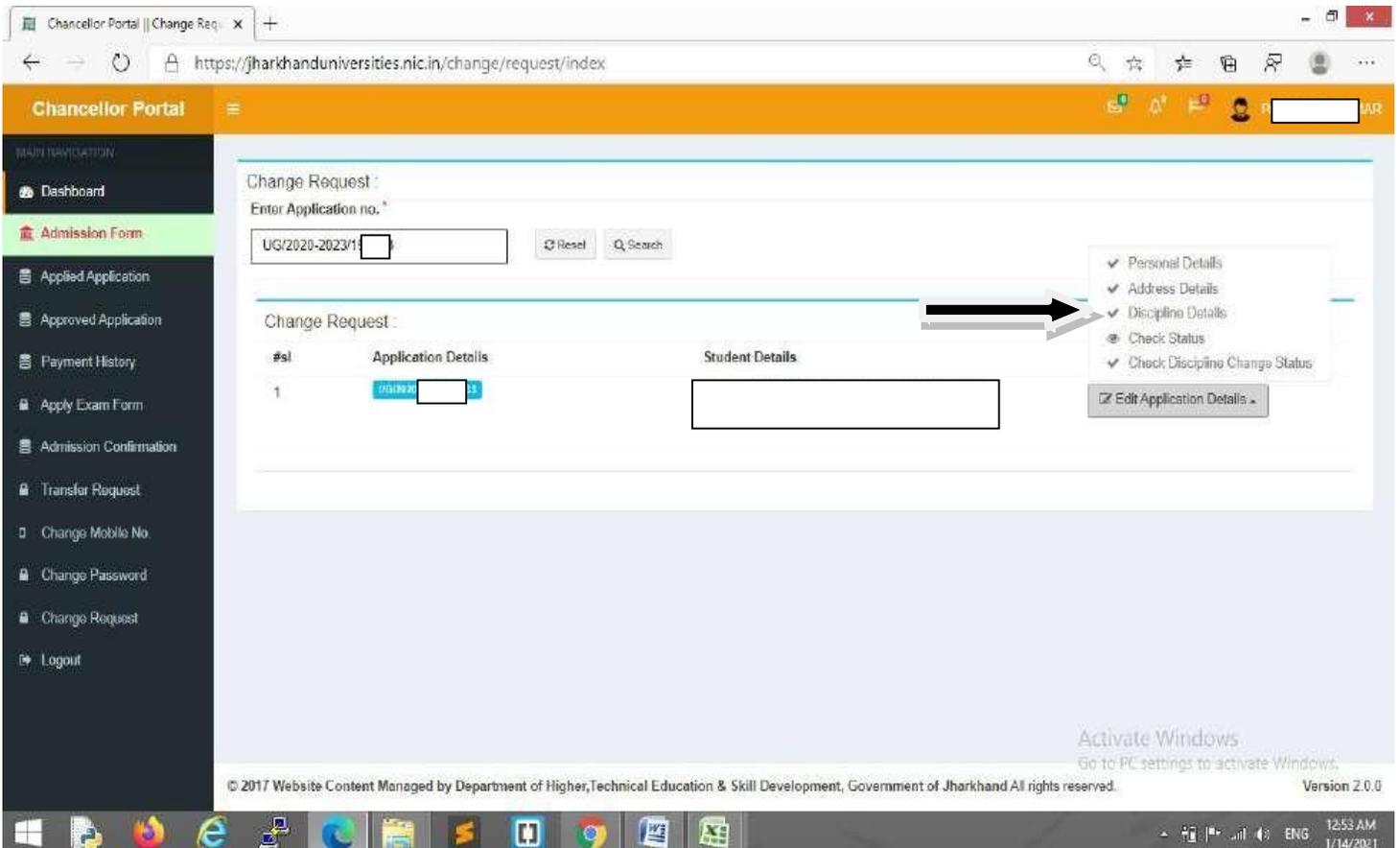

2. Click on "**Change Request**" Section for Change G.E. Paper & AECC paper.

3. **Enter Application Number/ Form Number** and Click on **Search Button.**

4. Select for Edit.
Click on "**Discipline Details"** for subject change.

5. Read the instruction carefully and then proceed to next steps.

6. **Filter the details and Select the Subject** which subject combination you want or as per your request to change G.E. Paper & AECC paper.

Subject Selection is crucial part. Read UG CBCS Regulation and Confirm from the concerned authorized

person for this also.

7. Select Subject combination by clicking the bubble button.

You can use search option for subject selection as per your convenience.

Select and Click to "**Add Discipline**"

*NOTE: SUBJECT CHANGE WILL WORK ONLY FOR THAT APPLICANT WHO ALREADY REQUESTED TO CHANGE HIS/HER SUBJECTS** (G.E. Paper & AECC paper).