

## Submit an Academic Plan Change Request via myWCU

Undergraduate students now have the ability to submit plan change requests, such as: change of major and add/remove minor, additional major, certificates and certifications through their myWCU account. *Prior to submitting any change requests, students should contact their academic advisor and the chair of the department they seek entrance.*

- Log-in to your myWCU account: <https://my.wcupa.edu>
- Click on the “Request an Academic Plan Change” link, located under “Plan Information”.

### Plan Information

English BSED: Literature	Undergrad	BSED
Special Education: 7-12 BSED	Undergrad	BSED

Academic Level **Junior**

[Request an Academic Plan Change](#)

[View Pending Change of Plan Requests](#)

- Read through the instructions and then select the type of change you are requesting from the drop down.

The screenshot shows a dropdown menu titled "Select Request Type". The selected option is "Select Type of Change". The dropdown list contains the following options: "Add Minor", "Add additional major", "Add certificate", "Change Major", and "Remove minor or certificate".

- Not all options will be available to all students. (For example, only students with a minor, certificate, or certification will have the *Remove minor or certificate* option.)
- Once you select the type of change you are requesting, additional instructions will be provided and you will need to make additional selections from the drop downs.

### Submitting a “Change Major” Request

- Once you select “**Change Major**” from the type of change drop down, you will be prompted to select the major you would like to change, from your available majors. (Many students will only have one major to choose from.)

The screenshot shows the "Select Request Type" form. The "Select Type of Change" dropdown is set to "Change Major". Below this, there is a text box with instructions: "By selecting change major, you are requesting that a current major on your record be replaced with the major selected below. Please select the major you would like removed from your record. You will then be prompted to select a new major; majors are sorted by academic department." Below the text box is the "Available Majors to Change" section, which has a dropdown menu currently showing "English BA: Writings".

- You will then be prompted to select a new major; majors are sorted by academic departments.

- Once you have made your selection, click **“Submit”**.
- You will then be routed to a new page to confirm your request.

### Confirm Request

#### Request an Academic Plan Change

**Change Requested** Change Major

**Changing Major** English BA: Writings

**New Major** Mathematics BA

**Click on Ok to submit the request; otherwise, Cancel to cancel the request**

- Once you confirm your request, you will be returned to the request page and a message will appear letting you know your request has been routed to the appropriate approvers.
- If you wish to submit another request, you will need to return to your myWCU homepage and re-start the **Request an Academic Plan Change** process.
- Approvers have the ability to *approve*, *deny* or *hold* your request. You will receive an email to your WCU email address as soon as a decision is made to *deny* or *hold* your request; otherwise, you will receive an email once the change has been *processed*.

## Check the Status of Pending Change of Plan Requests

Students who have submitted a request to change their academic plan also have the ability to monitor the status of their requests. Students are provided with a summary of each request, the status, and any comments left by an approver. Students also have the ability to cancel pending requests.

- Log-in to your myWCU account: <https://my.wcupa.edu>
- Click on the “View Pending Change of Plan Requests” link, located under “Plan Information”.

View Change of Plan Requests

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To cancel a plan change request, check the checkbox and then click on the Cancel Requests box.

Change of Plans											
	Date Submitted	Career	Chg Plan Type	Plan to Change		Plan to Add/Remove		Advisor	Status	Change of Plan Hold Date	Comments
<input type="checkbox"/>	09/08/2016	Undergrad	Add minor			Q074	Comp Science - Web Tech MINOR		Deny		No longer accepting students to this minor.
<input type="checkbox"/>	09/12/2016	Undergrad	Change major	S118	Computer Science BS	E206	Special Education: PK-8 BSED	Murphy, Corinne M.	Processing		
<input type="checkbox"/>	09/13/2016	Undergrad	Add minor			Q016	Early Childhood Educ MINOR		Reject		
<input type="checkbox"/>	09/13/2016	Undergrad	Add minor			Q036	German MINOR		Cancelled		
<input type="checkbox"/>	09/13/2016	Undergrad	Add certificate			C245	Educ for Sustainability CERTIF		Deny		After our discussion it was determined this is not a good fit for you.

CANCEL REQUESTS

### Cancel a Pending Change of Plan Request

- Check the box of the request you wish to cancel and click “Cancel Request”.

<input checked="" type="checkbox"/>	09/12/2016	Undergrad	Change major	S118	Computer Science BS	E206	Special Education: PK-8 BSED	Murphy, Corinne M.	Processing		
<input type="checkbox"/>	09/13/2016	Undergrad	Add minor			Q016	Early Childhood Educ MINOR		Reject		
<input type="checkbox"/>	09/13/2016	Undergrad	Add minor			Q036	German MINOR		Cancelled		
<input type="checkbox"/>	09/13/2016	Undergrad	Add certificate			C245	Educ for Sustainability CERTIF		Deny		After our discussion it was determined this is not a good fit for you.

CANCEL REQUESTS

**Here is a list of the various statuses and a brief description:**

- Pending: Your request is awaiting one or more approval.
- Approved: Your request has been approved by all approvers and is awaiting processing.
- Hold: Your request has been put on hold by one of the approvers.
- Deny: Your request has been denied; please see the comments section for further explanation.
- Processing: The processing of your request has been initiated but for some reason could not be completed; please contact [registrar@wcupa.edu](mailto:registrar@wcupa.edu) for additional information.
- Cancelled: You have cancelled your request.
- Reject: Your request has been cancelled by the Registrar’s Office; please contact [registrar@wcupa.edu](mailto:registrar@wcupa.edu) for additional information.