Student Guide to the Accelerated Programs Intent to Continue

Students receive the below email when the activity guide is assigned to them:

Dear Student,

As you near completion of your undergraduate degree, it is time to confirm your intent to continue into the master’s program that coincides with your current accelerated program. Please log into your myWCU to complete the process. If you have any questions or concerns, please contact the Office of Graduate Studies at gradstudy@wcupa.edu.

Sincerely,
The Office of Graduate Studies

Under Current Tasks students will see the Intent to continue activity guide:

<table>
<thead>
<tr>
<th>Current Tasks</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Title</strong></td>
</tr>
<tr>
<td>Intent to Continue into Accelerated Program</td>
</tr>
</tbody>
</table>

This typically appears at the top-right corner of the student’s myWCU home page.

**Introduction page:**

Student should click “Next” at the top right to continue.

**Name Confirmation**
Student should click “Next” at the top right to continue.

**Email Address Confirmation**

Here students are able to update their home email address:

**Email Addresses**

Enter your email addresses below.

If multiple email addresses are entered, specify your primary contact email address by selecting the preferred checkbox.

<table>
<thead>
<tr>
<th>*Email Type</th>
<th>*Email Address</th>
<th>Preferred</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus</td>
<td><a href="mailto:MJERABEK@wcupa.edu">MJERABEK@wcupa.edu</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Home</td>
<td><a href="mailto:dustin.renninger744@gmail.com">dustin.renninger744@gmail.com</a></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Required Field**
Student should click “Next” at the top right to continue.

**Mailing Address Confirmation**

Here students can add, change or delete their address.

Click the edit button to update an existing address. Or click the “Add a New Address” to add an additional address.

**Addresses**

View, add, change or delete an address.

<table>
<thead>
<tr>
<th>Address Type</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home</td>
<td>712 Meadowview Lane</td>
</tr>
<tr>
<td></td>
<td>Mont Clare, PA 19453-5158</td>
</tr>
</tbody>
</table>

Student should click “Next” at the top right to continue
Phone Number Confirmation

Phone Numbers

Enter your phone numbers below.

If multiple phone numbers are entered, specify your primary contact number by selecting the preferred checkbox.

<table>
<thead>
<tr>
<th>Phone Type</th>
<th>Telephone</th>
<th>Ext</th>
<th>Country</th>
<th>Preferred</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mobile</td>
<td>510/400-5453</td>
<td></td>
<td>001</td>
<td></td>
</tr>
<tr>
<td>Home</td>
<td>510/400-5452</td>
<td>001</td>
<td></td>
<td>✓</td>
</tr>
</tbody>
</table>

Add A Phone Number

Save

* Required Field

Student should click “Next” at the top right to continue
Under program information, the student’s expected graduation term will appear. If this does not accurately reflect when the student will be completing their undergraduate program, they should not complete the activity guide- instead they should contact the Registrar’s Office. Below is the error they will receive if they answer no to:

Our records indicate that you intend to complete your last undergraduate degree requirement and graduate from your undergraduate program December 2017, is this accurate?
Once all the information is entered, students should click “Save & Complete” at the bottom.

If students accidentally complete the activity guide before entering all data, they should contact the Registrar’s Office at registrar@wcupa.edu for assistance.

The activity guide is submitted when all the pages are marked with green check boxes: