

## Graduate Student: Add Certificate Request via myWCU

Graduate students have the ability to submit a request to add a certificate to their plan of study through their myWCU account.

*Prior to submitting an add certificate request, students should contact their academic advisor and the graduate coordinator of the certificate they wish to add.*

### Submitting an “Add Certificate” Request

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

<b>Plan Information</b>		
History MA	Graduate	MA
<b>Academic Level</b>	Graduate	<a href="#">Add Certificate</a>

- You will be routed to the “Request an Academic Plan Change” screen.

### Request an Academic Plan Change

Please use this screen to request a change to your academic plan of study.

Before submitting an add certificate request we encourage you to discuss the addition of this certificate with your current Graduate Coordinator/Advisor and the Graduate Coordinator of the certificate you wish to add.

For additional information and detailed instructions please visit the Registrar’s website: <http://wcupa.edu/registrar/registration.aspx>

If you have questions regarding this process or wish to remove a certificate from your academic record please email us at [gradstudy@wcupa.edu](mailto:gradstudy@wcupa.edu).

<b>Career</b>	<b>Expected Graduation Term</b>
Graduate	Fall 2019
<b>Plans</b>	
<b>Acad Plan</b> A115 History MA	<b>Requirement Term</b> 2016 Fall
<b>Advisor</b> Brenda Gaydosh	

<b>Select Request Type</b>
Select Type of Change <input type="text"/>

- Within the **Select Request Type** section, you must select **Add Certificate**. You will then be prompted to choose a certificate from the drop down.

Select Request Type

Select Type of Change

You are requesting to add a certificate to your current plan of study. Please select a certificate from the list below.

Select a Certification

Academic Plan

[Create a What-if Advisement Report](#)

The *What-If Advisement Report* may be used to help you understand the requirements of your newly selected certificate.

- Once you have made your selection, click **“Submit”**.

Add Certification

Academic Plan

[Create a What-if Advisement Report](#)

Once submitted this request will be reviewed by the appropriate advisors and department chairpersons for approval. Students will be notified via email when a decision has been made. Please note this change will be effective for the start of the next semester.

- You will then be routed to a new page to confirm your request.

### Confirm Request

#### Request an Academic Plan Change

Change Requested

Adding Certificate

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 **“Add Certificate”** 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 Add Certificate Requests

Students who have submitted a request to add a certificate have the ability to monitor the status of their request. Students are provided with a summary of their 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

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"/>	09/26/2016	Graduate	Add certificate			C252		Educational Technology CERTIF	Pending		

**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"/>	09/26/2016	Graduate	Add certificate			C252		Educational Technology CERTIF		
-------------------------------------	------------	----------	-----------------	--	--	------	--	-------------------------------	--	--

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 [gradstudy@wcupa.edu](mailto:gradstudy@wcupa.edu) for additional information.
- Cancelled: You have cancelled your request.
- Reject: Your request has been cancelled by the Graduate Studies Office; please contact [gradstudy@wcupa.edu](mailto:gradstudy@wcupa.edu) for additional information.