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](https://my.wcupa.edu)
- Click on the “Request an Academic Plan Change” link, located under “Plan Information”.

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

  - 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.)
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.

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 restart 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

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

<table>
<thead>
<tr>
<th>Date Submitted</th>
<th>Status</th>
<th>Change of Plan Hold Date</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/10/2016</td>
<td>Deny</td>
<td></td>
<td></td>
</tr>
<tr>
<td>09/12/2016</td>
<td>Processing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>09/13/2016</td>
<td>Reject</td>
<td></td>
<td></td>
</tr>
<tr>
<td>09/13/2016</td>
<td>Cancelled</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Cancel a Pending Change of Plan Request

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

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 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 for additional information.