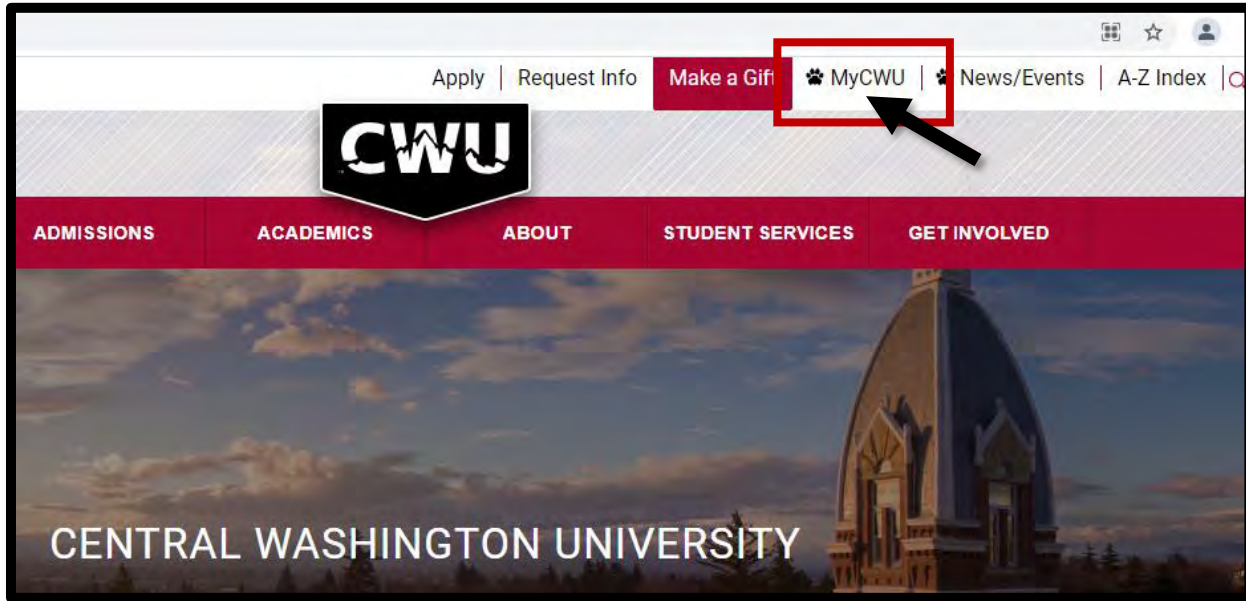
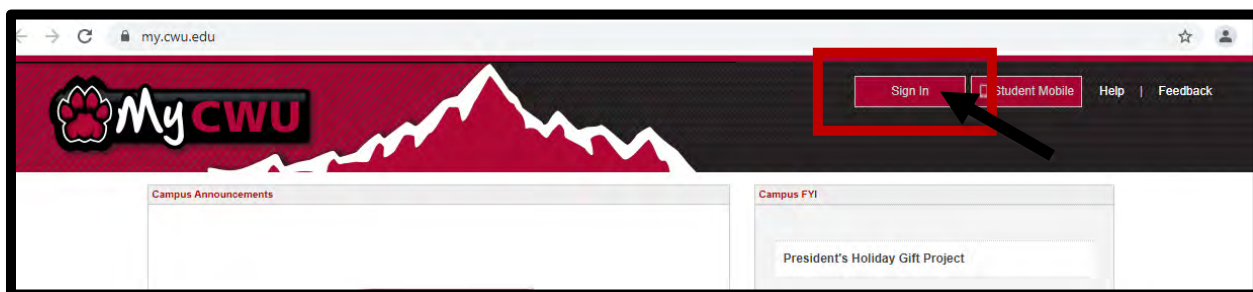


# DECLARE OR DROP A BIOLOGY MAJOR OR MINOR

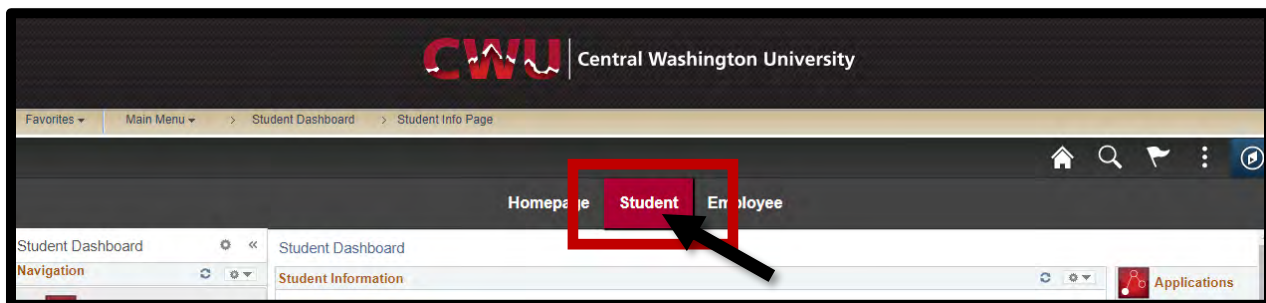
1. Go to <https://www.cwu.edu/>
2. Log into you **"MYCWU"** account



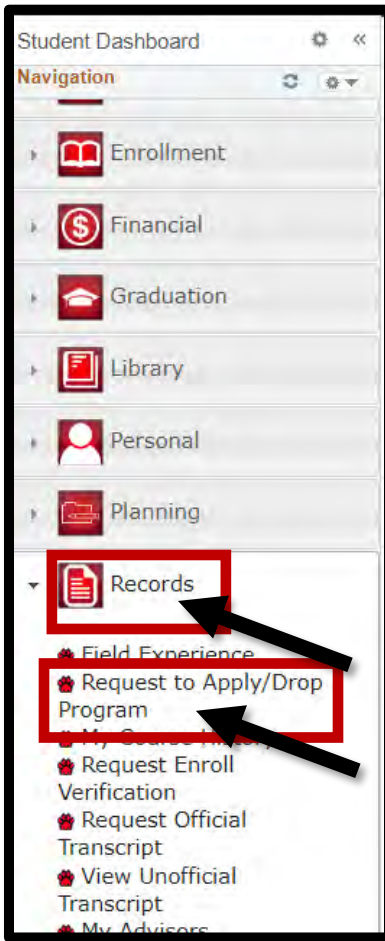
3. Click **"SIGN IN"** using your CWU username and password.



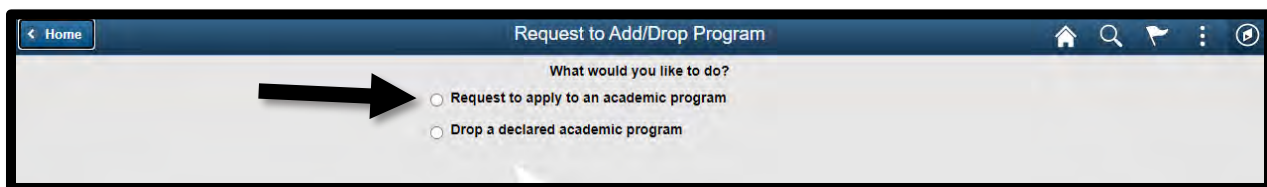
4. Once you are logged in, select the **"STUDENT"** tab



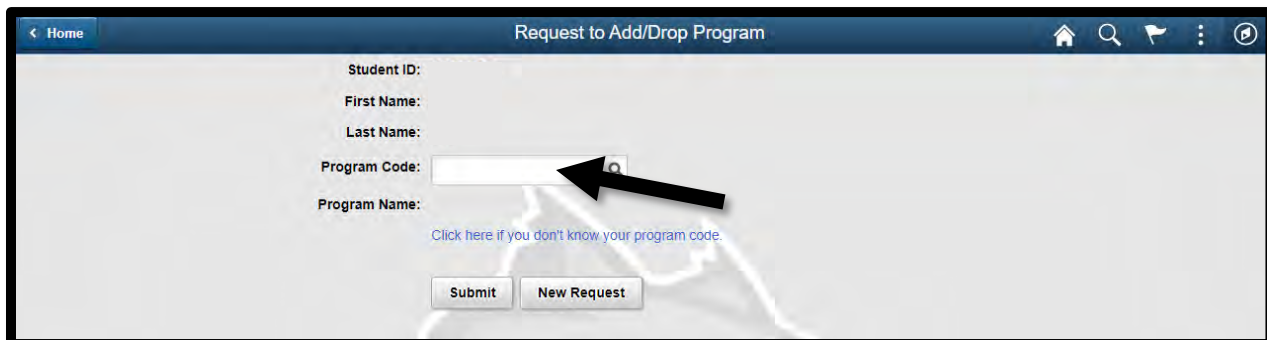
5. In the far left column of your screen select “**RECORDS**”. Select “**REQUEST TO APPLY/DROP PROGRAM**”



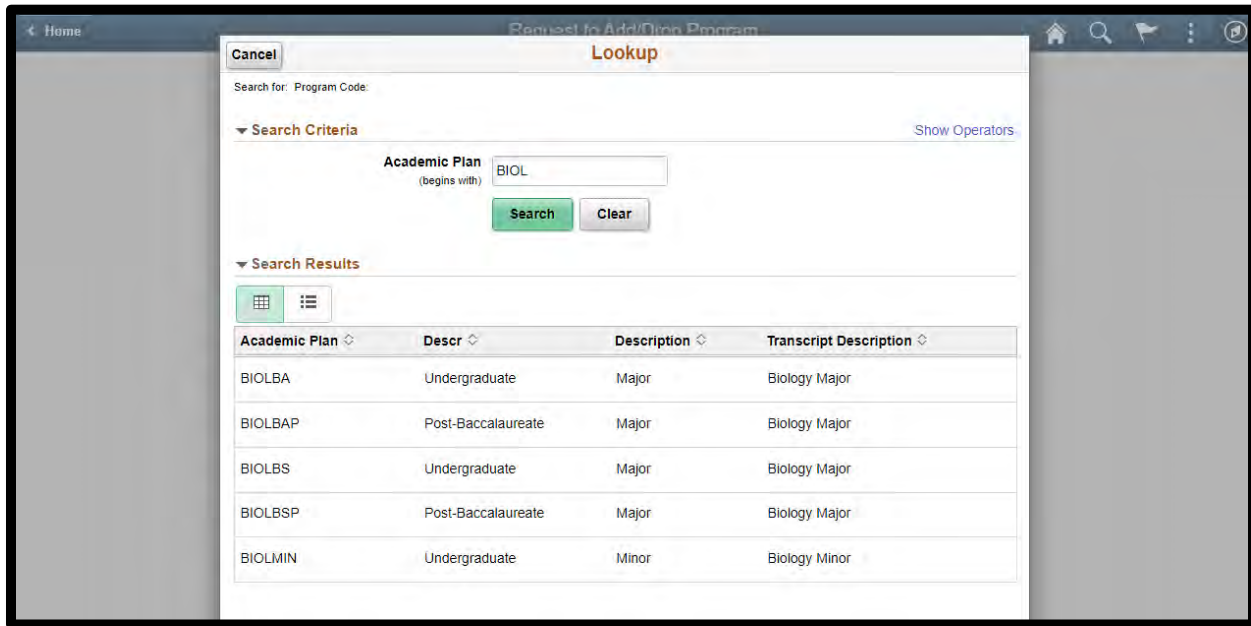
6. Select “**REQUEST TO APPLY TO AN ACADEMIC PROGRAM**”



7. Type in the program code **BIOL** for biology program options



8. Click on the program code from the list and it will populate



Cancel **Lookup**

Search for: Program Code:

▼ Search Criteria Show Operators

Academic Plan (begins with)

▼ Search Results

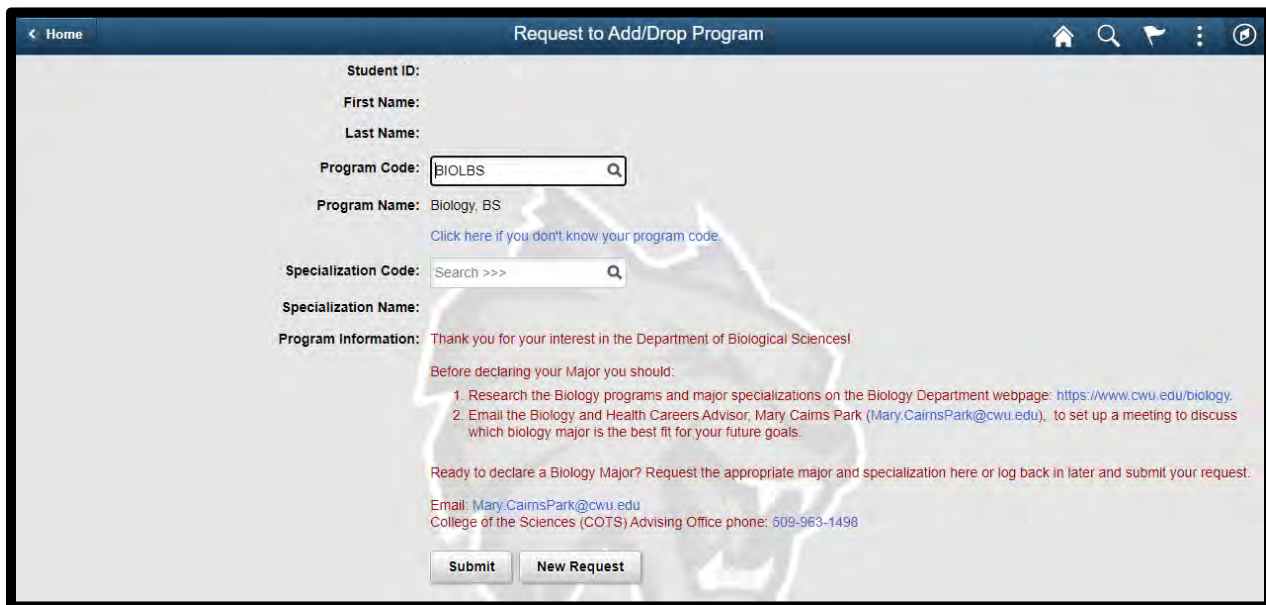
Academic Plan	Descr	Description	Transcript Description
BIOLBA	Undergraduate	Major	Biology Major
BIOLBAP	Post-Baccalaureate	Major	Biology Major
BIOLBS	Undergraduate	Major	Biology Major
BIOLBSP	Post-Baccalaureate	Major	Biology Major
BIOLMIN	Undergraduate	Minor	Biology Minor

9. When adding the Bachelor of Arts

- a. **UG** - Undergraduate, select this option **BIOLBA**
- b. **PB** - Post Baccalaureate, select this option if you have graduated (but you're not admitted in the Graduate Program) select **BIOLBAP**

10. When adding the Bachelor of Science

- a. **UG** – Undergraduate, select this option **BIOLBS**



Request to Add/Drop Program

Student ID:

First Name:

Last Name:

Program Code:

Program Name: Biology, BS

[Click here if you don't know your program code.](#)

Specialization Code:

Specialization Name:

Program Information: Thank you for your interest in the Department of Biological Sciences!

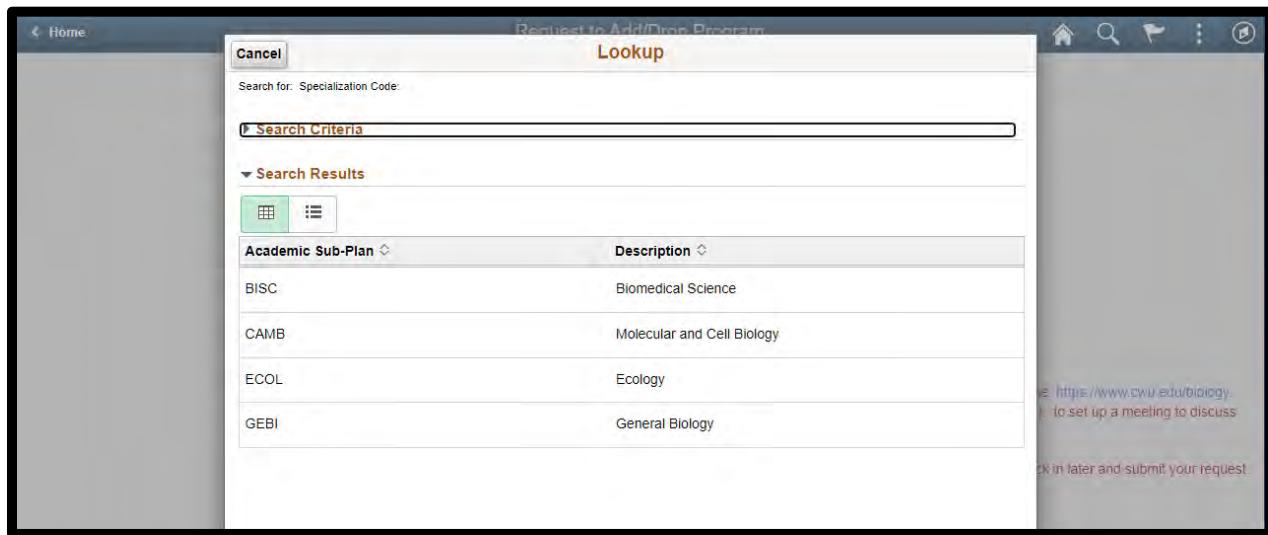
Before declaring your Major you should:

1. Research the Biology programs and major specializations on the Biology Department webpage: <https://www.cwu.edu/biology>.
2. Email the Biology and Health Careers Advisor, Mary Cairns Park ([Mary.CairnsPark@cwu.edu](mailto:Mary.CairnsPark@cwu.edu)), to set up a meeting to discuss which biology major is the best fit for your future goals.

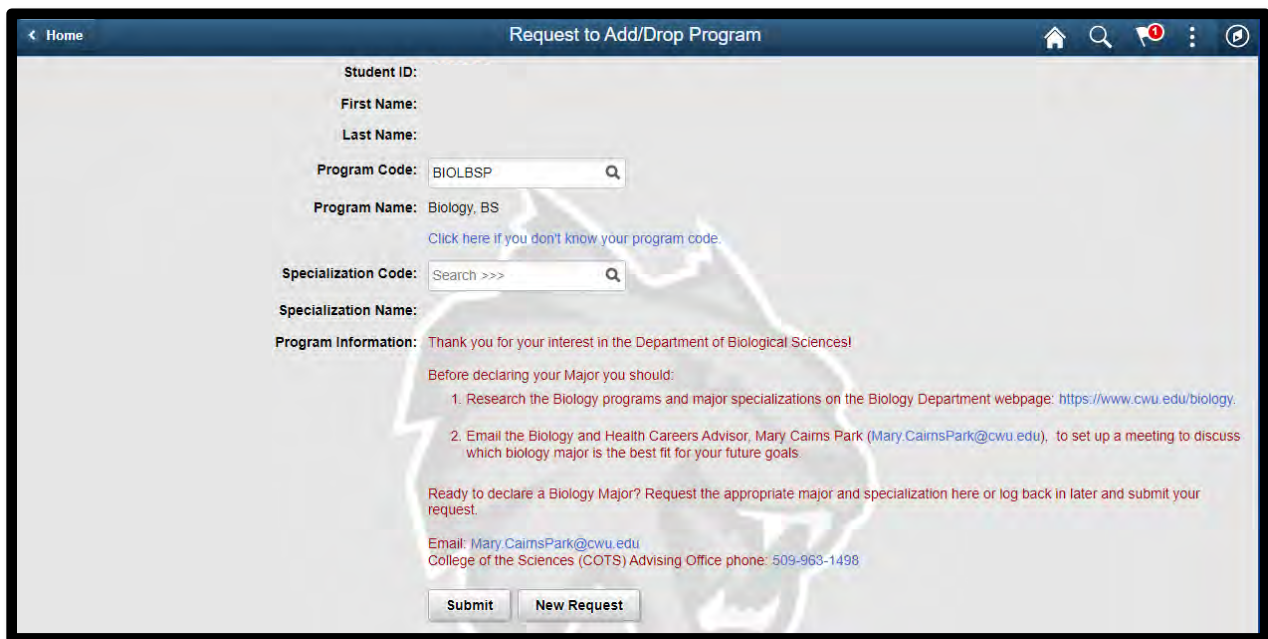
Ready to declare a Biology Major? Request the appropriate major and specialization here or log back in later and submit your request.

Email: [Mary.CairnsPark@cwu.edu](mailto:Mary.CairnsPark@cwu.edu)  
College of the Sciences (COTS) Advising Office phone: 509-963-1498

Click on your specialization – it will populate (if you want to change your specialization after submitting, please contact the biology office directly – [Biology@cwu.edu](mailto:Biology@cwu.edu) )

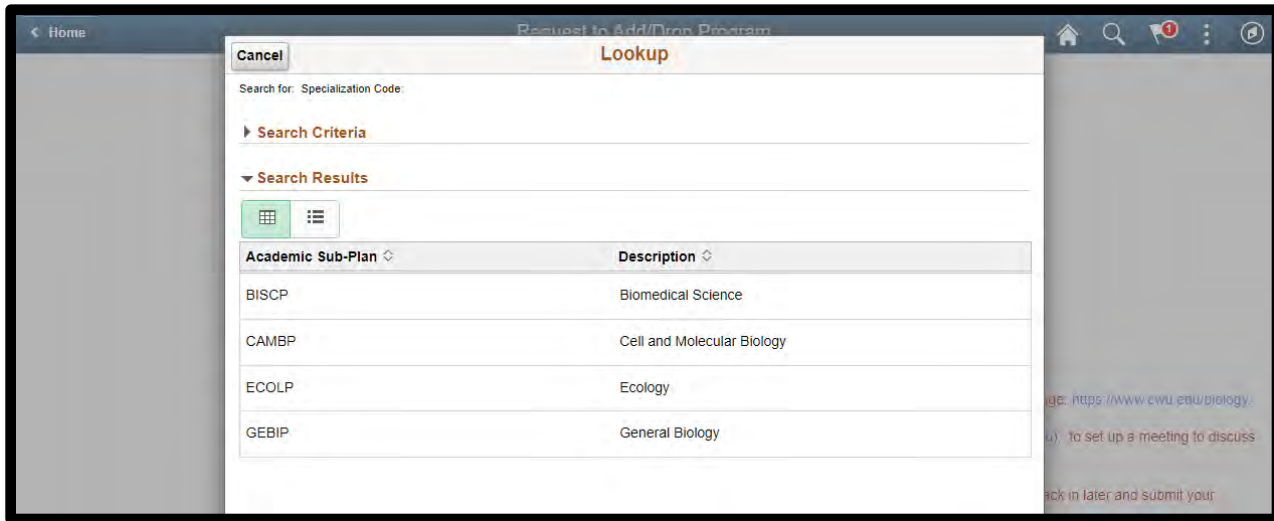


- b. **PB** - Post Baccalaureate, select this option if you have graduated (but you're not admitted in the Graduate Program) select **BIOLBSP**

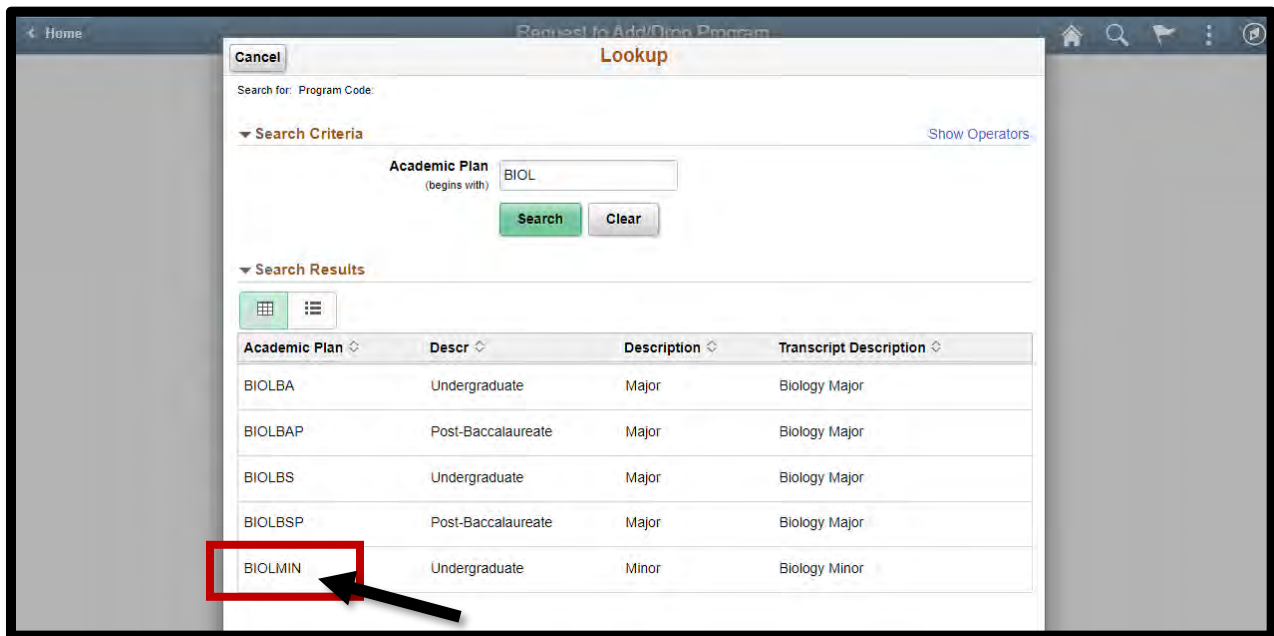




Click your specialization – it will populate



11. When adding a Biology minor select **BIOLMIN**

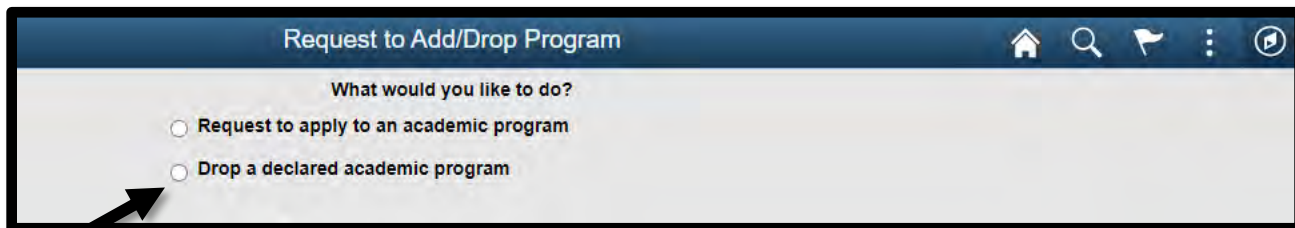


If you have a declared major in the system, please add a new major before dropping the old (a major needs to be listed to avoid being placed on hold)

If you have any difficulties or need to change your specialization or BA/BS selection after submitting, please email: [Biology@cwu.edu](mailto:Biology@cwu.edu) we will make that change for you.

## WHEN DROPPING A MAJOR/MINOR

1. Follow steps 1-6 from “**ADDING A MAJOR OR MINOR**”
2. Select “**DROP A DECLARED ACADEMIC PROGRAM**”



Request to Add/Drop Program

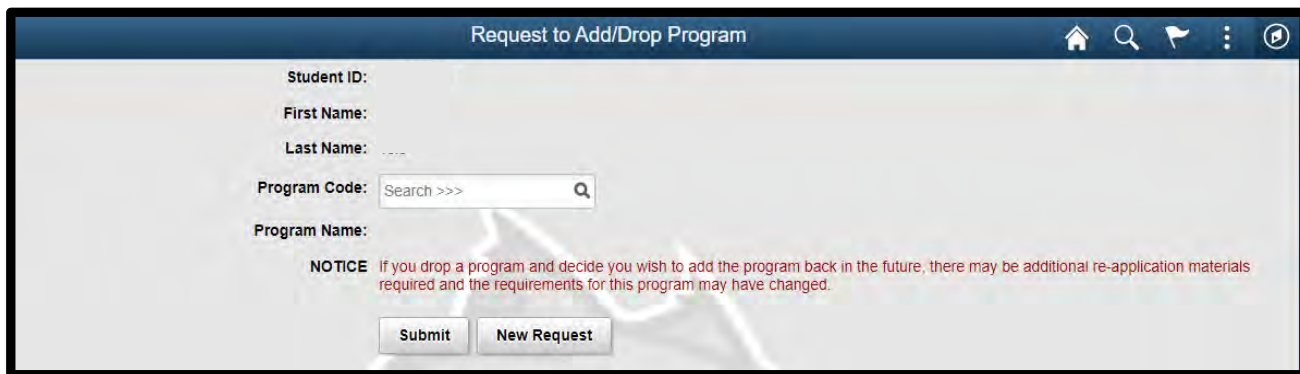
What would you like to do?

Request to apply to an academic program

Drop a declared academic program

An arrow points to the radio button for "Drop a declared academic program".

3. Type in your program code and click “**SUBMIT**”



Request to Add/Drop Program

Student ID:

First Name:

Last Name: .....

Program Code:

Program Name:

**NOTICE** If you drop a program and decide you wish to add the program back in the future, there may be additional re-application materials required and the requirements for this program may have changed.