## DECLARE OR DROP A BIOLOGY MAJOR OR MINOR

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

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

← → C â my.cwu.edu	× 🔹
Mycwo	Sign In I Student Mobile Help   Feedback
Campus Announcements	Campus FYI
	President's Holiday Gift Project

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

	Central Washington University					
Favorites - Main Menu - >	:tudent Dashboard >> Student Info Page	Â	Q	~	:	
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Student Dashboard	Student Dashboard					Î
Navigation C 💿 🗸	Student Information	0 0		Appl	ication	IS

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

Stu	dent Dashboard		• «
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k	S Financial		
	Graduation		
+	Library		
	Personal		
÷	Planning		
*	Records		
	A Field Experience		
	Request to Apply, Program	/Dro	qq
	<ul> <li>Request Enroll</li> <li>Verification</li> <li>Request Official</li> <li>Transcript</li> <li>View Unofficial</li> <li>Transcript</li> <li>My Advisors</li> </ul>		

6. Select "REQUEST TO APPLY TO AN ACADEMIC PROGRAM"

< Home	Request to Add/Drop Program	â	Q	7	:	٢
	What would you like to do? Request to apply to an academic program Drop a declared academic program					

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

< Home	Request to Add/Drop Program	Â	Q	۲	:	
Student ID: First Name: Last Name: Program Code:						
Program Name:	Click here if you don't know your program code. Submit New Request					

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

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	Search for: Program Code:						
	- Search Criteria			Show Operators			
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	BIOLBA	Undergraduate	Major	Biology Major			
	BIOLBAP	Post-Baccalaureate	Мајог	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

< Home	Request to Add/Drop Program	â	Q	٣	-	۲
Student ID:						
First Name:						
Last Name:						
Program Code:	BIOLBS Q					
Program Name:	Biology, BS					
	Click here if you don't know your program code.					
Specialization Code:	Search >>> Q					
Specialization Name:						
Program Information:	Thank you for your interest in the Department of Biological Sciencesl					
	Before declaring your Major you should:					
	1. Research the Biology programs and major specializations on the Biology Department we 2. Email the Biology and Health Careers Advisor, Mary Caims Park (Mary CaimsPark@cwu	opage: http edu), to se	s://www et up a n	cwu.ed	u/biolog to disci	gy. JSS
	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 la	ter and s	submit y	our rec	uest.
	Email: Mary.CairnsPark@cwu.edu College of the Sciences (COTS) Advising Office phone: 509-563-1498					
	Submit New Request					

Click on your specialization – it will populate (if you want to change your specialization after submitting, please contact the biology office directly – <u>Biology@cwu.edu</u>)

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	Cancel	Lookup	<b>H X I U</b>
	Search for. Specialization Code:		
	Search Criteria		
	- Search Results		
	Academic Sub-Plan 🛇	Description 🗘	
	BISC	Biomedical Science	
	CAMB	Molecular and Cell Biology	
	ECOL	Ecology	e. https://www.cwu.edu/biology.
	GEBI	General Biology	) to set up a meeting to discuss
			ck in later and submit your request

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

< Home	Request to Add/Drop Program	â	Q	0		٢
Student ID: First Name: Last Name:						
Program Code:	BIOLBSP Q					
	Click here if you don't know your program code.					
Specialization Code: Specialization Name:	Search >>> Q					
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 web	page: htt	ps://www	w.cwu.ec	lu/biolo	gy.
5	2. Email the Biology and Health Careers Advisor, Mary Caims Park (Mary CaimsPark@cwu. which biology major is the best fit for your future goals	edu), to	set up a	meeting	to disc	uss
	Ready to declare a Biology Major? Request the appropriate major and specialization here or log request.	back in I	ater and	submit	your	
	Email: Mary CaimsPark@cwu.edu College of the Sciences (COTS) Advising Office phone: 509-963-1498					
	Submit New Request					

Click your specialization – it will populate

< Home		Request to Add/Drop Program	
	Cancel	Lookup	
	Search for: Specialization Code:		
	Search Criteria		
	✓ Search Results		
	Academic Sub-Plan 🛇	Description 🗘	
	BISCP	Biomedical Science	
	САМВР	Cell and Molecular Biology	
	ECOLP	Ecology	ige: https://www.cwu.enu/biology.
	GEBIP	General Biology	u), to set up a meeting to discuss
			ack in later and submit your

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

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	Cancel		Lookup		-		
	Search for: Program Code:						
	- Search Criteria			Show Operators			
	1	Academic Plan BIOL					
		(begins with)	Clear				
		Search	Clear				
	▼ Search Results						
	Academic Plan 🜣	Descr 🗇	Description 🛇	Transcript Description 🗘			
	BIOLBA	Undergraduate	Major	Biology Major			
	BIOLBAP	Post-Baccalaureate	Мајог	Biology Major			
	BIOLBS	Undergraduate	Major	Biology Major			
	BIOLBSP	Post-Baccalaureate	Major	Biology Major			
	BIOLMIN	Undergraduate	Minor	Biology Minor			

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: <u>Biology@cwu.edu</u> 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	9	7	-	۲
What would you like to do?				
<ul> <li>Request to apply to an academic program</li> </ul>				
<ul> <li>Drop a declared academic program</li> </ul>				

3. Type in your program code and click "SUBMIT"

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Student ID:																
First Name:																
Last Name:																
Program Code:	Search >>>		Q													
Program Name:		100														
NOTICE	If you drop a pr required and th	ogram and e requirem	I decide y ents for t	you wis this pro	ish to ac rogram r	add the p I may ha	program ave chani	back in t ged.	the future	, there may	be addition	ial re	e-applic	ation m	aterial	S
	Submit	New Red	quest													
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