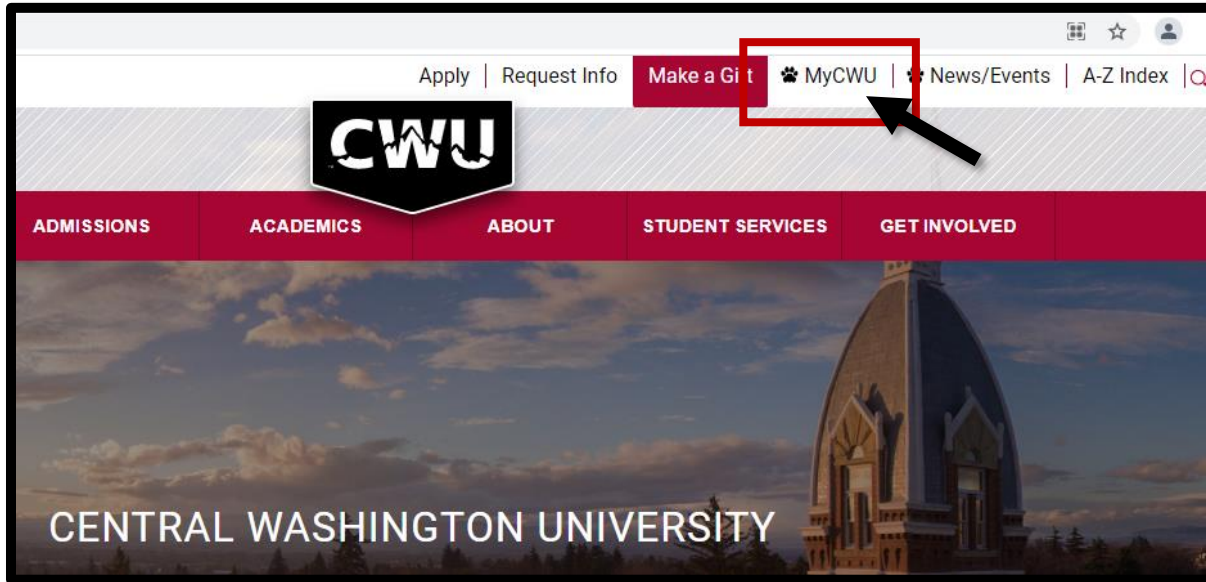


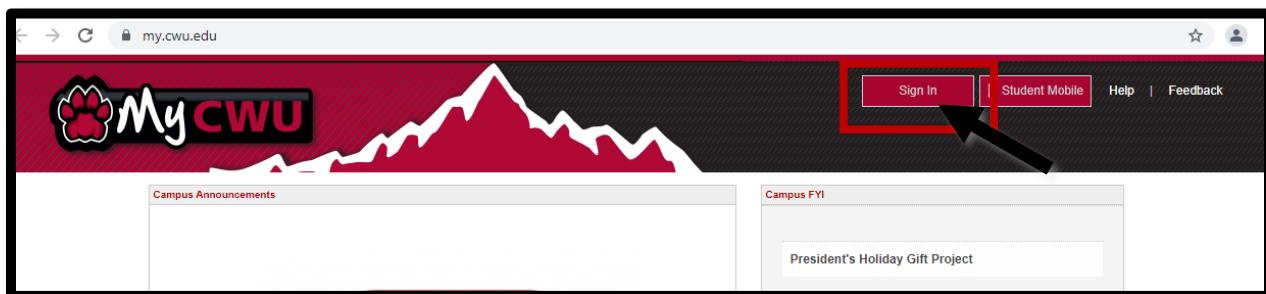
DECLARE OR DROP A CRAFT BREWING MAJOR OR MINOR

ADDING A MAJOR OR MINOR - Craft Brewing (CRBW)

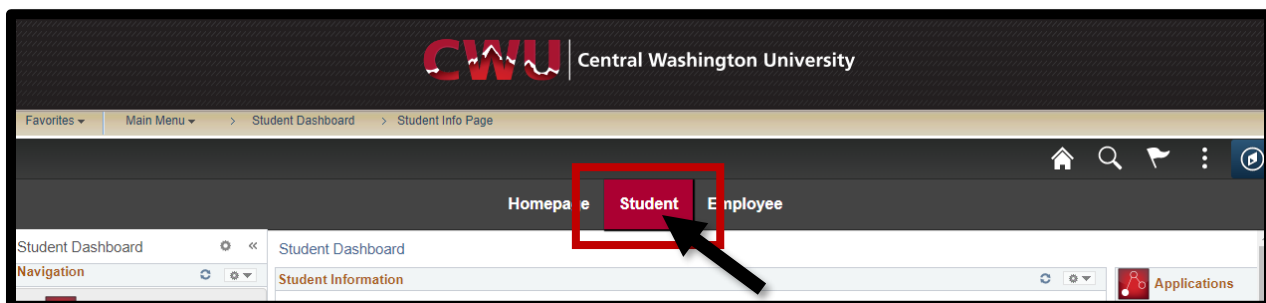
1. Go to <https://www.cwu.edu/>
2. Log into you **"MYCWU"** account



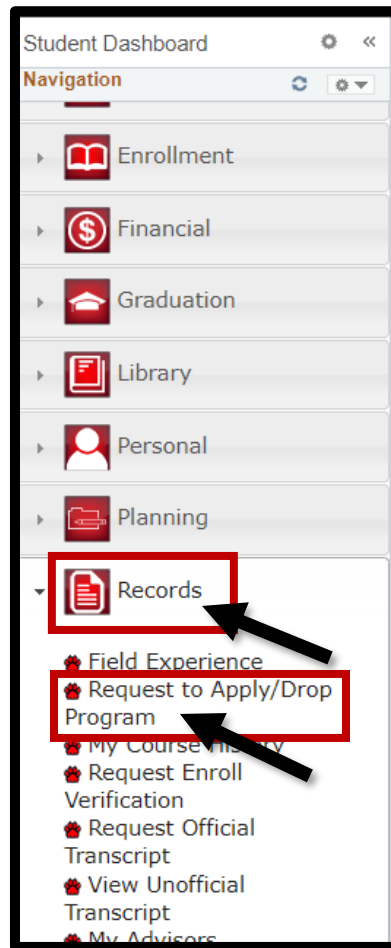
3. Click **"SIGN IN"** using your CWU username and password.



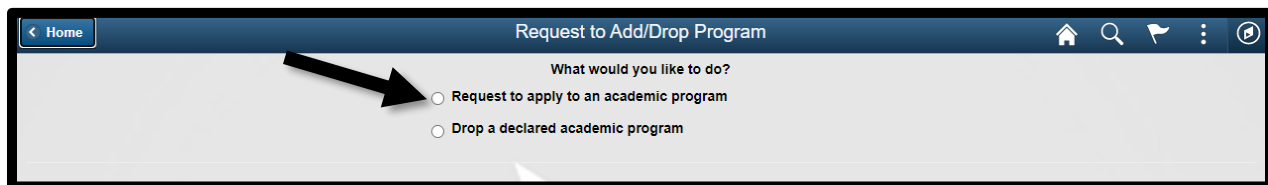
4. Once you are logged in, select the **"STUDENT"** tab



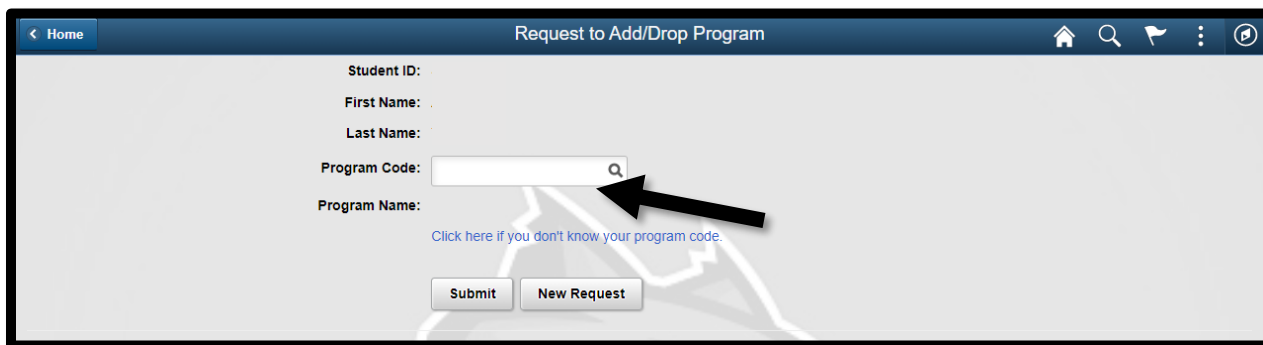
In the left column of your screen select **“RECORDS”**. Then select **“REQUEST TO APPLY/ DROP PROGRAM”**




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



6. Type in the program code **CRBR** or scroll through list to Craft Brewing



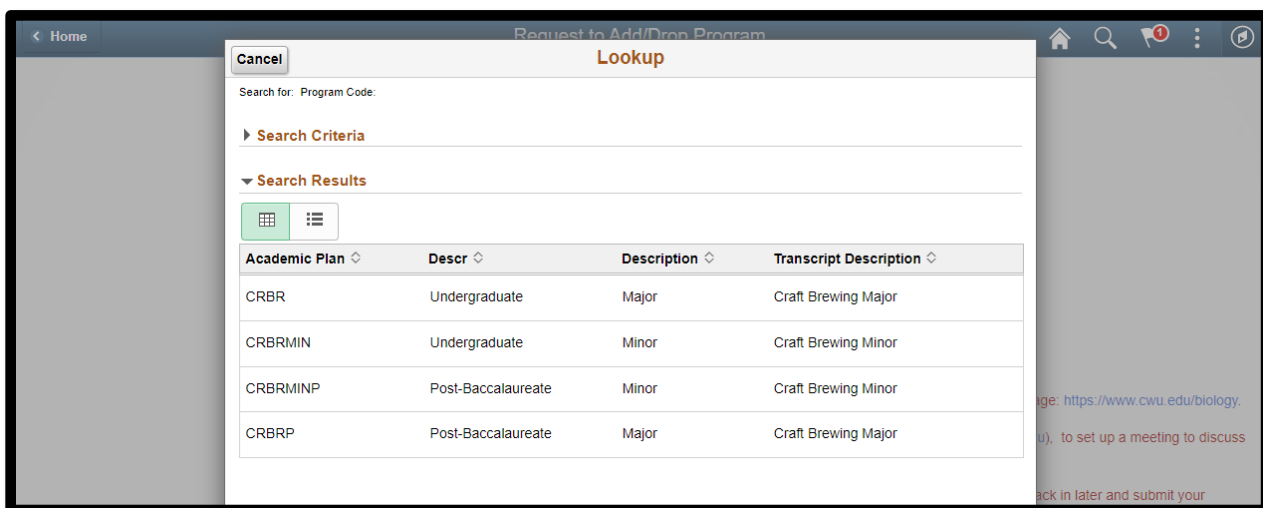
Request to Add/Drop Program

Student ID: _____
First Name: _____
Last Name: _____
Program Code: 
Program Name: _____

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

7. When adding the Craft Brewing major

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



Request to Add/Drop Program

Cancel **Lookup**

Search for: Program Code

Search Criteria

Search Results

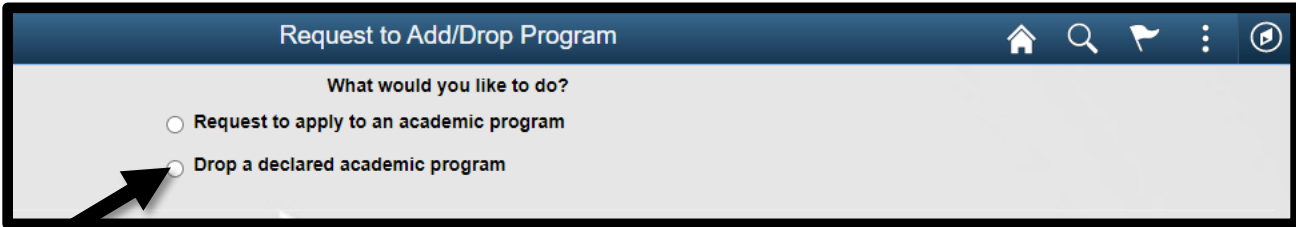
Academic Plan	Descr	Description	Transcript Description
CRBR	Undergraduate	Major	Craft Brewing Major
CRBRMIN	Undergraduate	Minor	Craft Brewing Minor
CRBRMINP	Post-Baccalaureate	Minor	Craft Brewing Minor
CRBRP	Post-Baccalaureate	Major	Craft Brewing Major

8. When adding a Craft Brewing minor select one of the options below

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

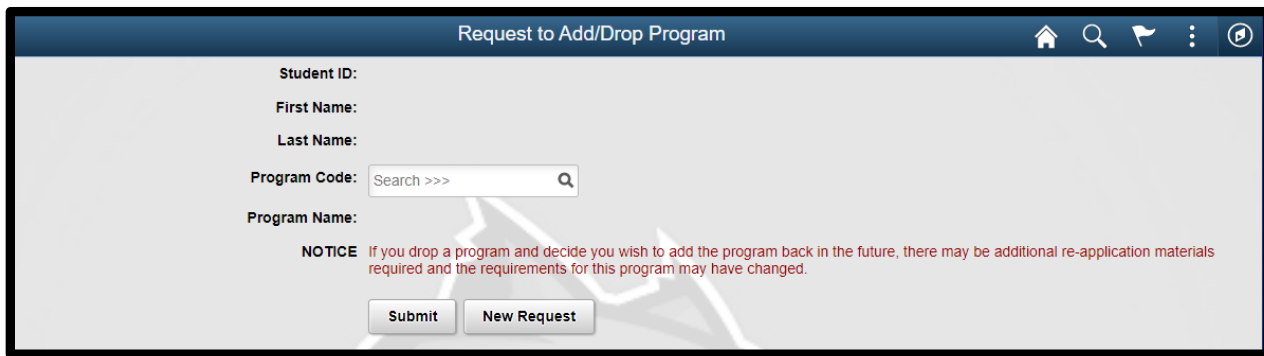
WHEN DROPPING A MAJOR/MINOR

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



The screenshot shows the top portion of a web form titled "Request to Add/Drop Program". Below the title is a question: "What would you like to do?". There are two radio button options: "Request to apply to an academic program" and "Drop a declared academic program". A black arrow points to the second option, "Drop a declared academic program".

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



The screenshot shows the lower portion of the "Request to Add/Drop Program" form. It includes input fields for "Student ID:", "First Name:", "Last Name:", "Program Code:" (with a search icon), and "Program Name:". Below these fields is a "NOTICE" in red text: "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." At the bottom are two buttons: "Submit" and "New Request".

Important Note!

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, please email: Craftbrewing@cwu.edu