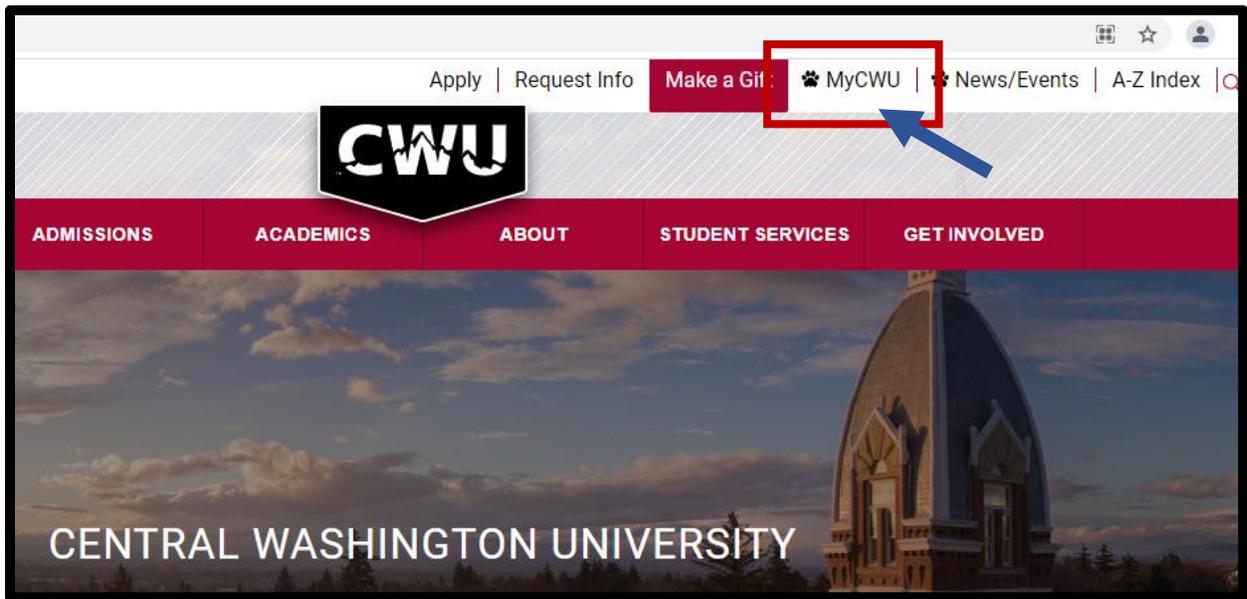


DECLARE OR DROP AN ENVIRONMENTAL SCIENCE MAJOR OR MINOR

ADDING A MAJOR OR MINOR –ENVIRONMENTAL SCIENCE OR STUDIES (ENST)

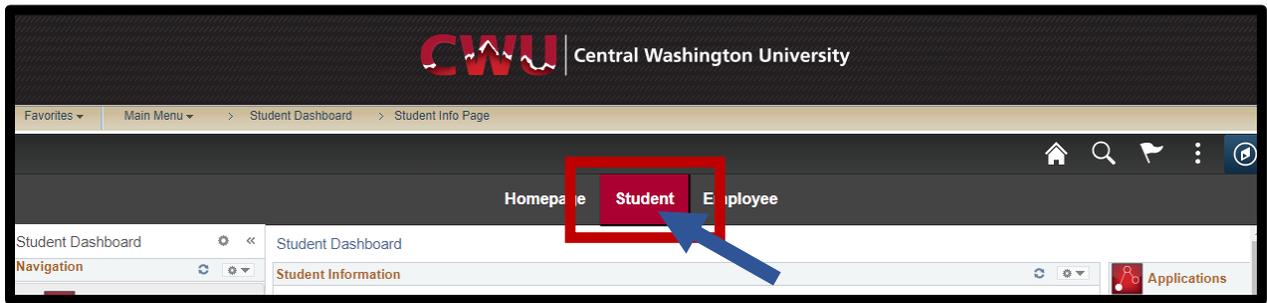
1. Go to <https://www.cwu.edu/>
2. Log into you “**MYCWU**” account



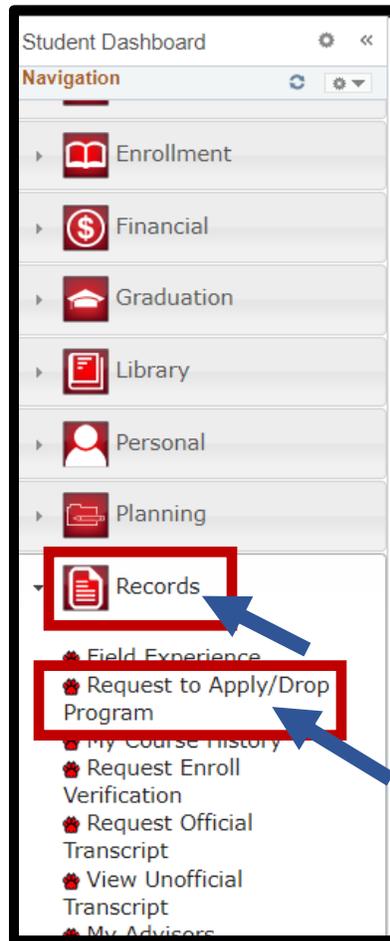
3. Click “**SIGN IN**” using your CWU username and password.



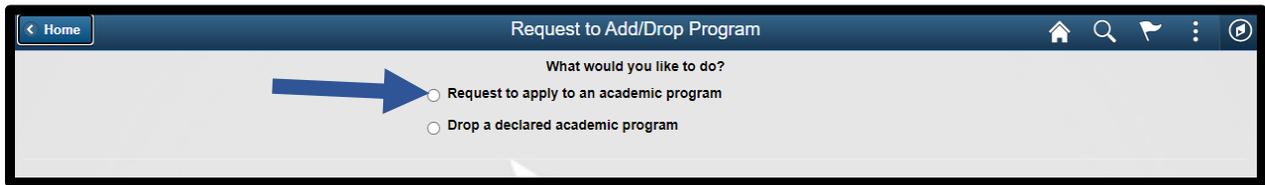
4. Once you are logged in, select the **“STUDENT”** tab



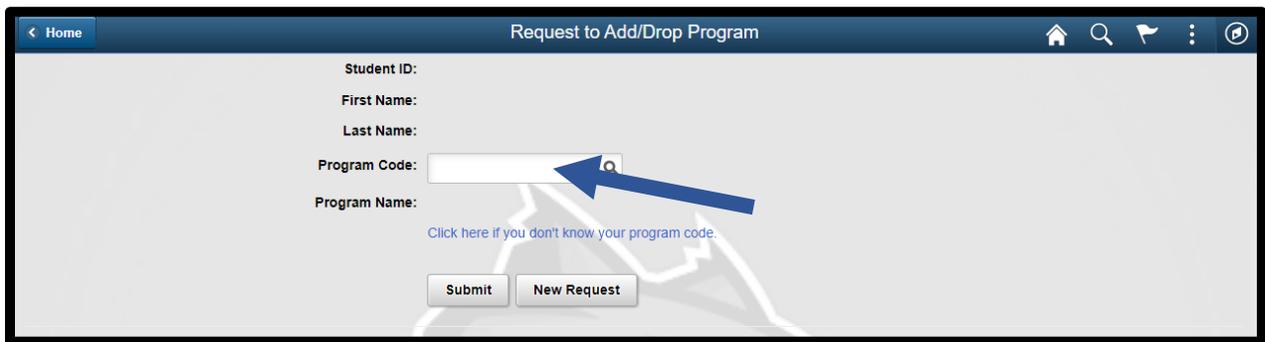
5. In the far left column of your screen select **“RECORDS”**. Select **“REQUEST TO APPLY/ DROP PROGRAM”**



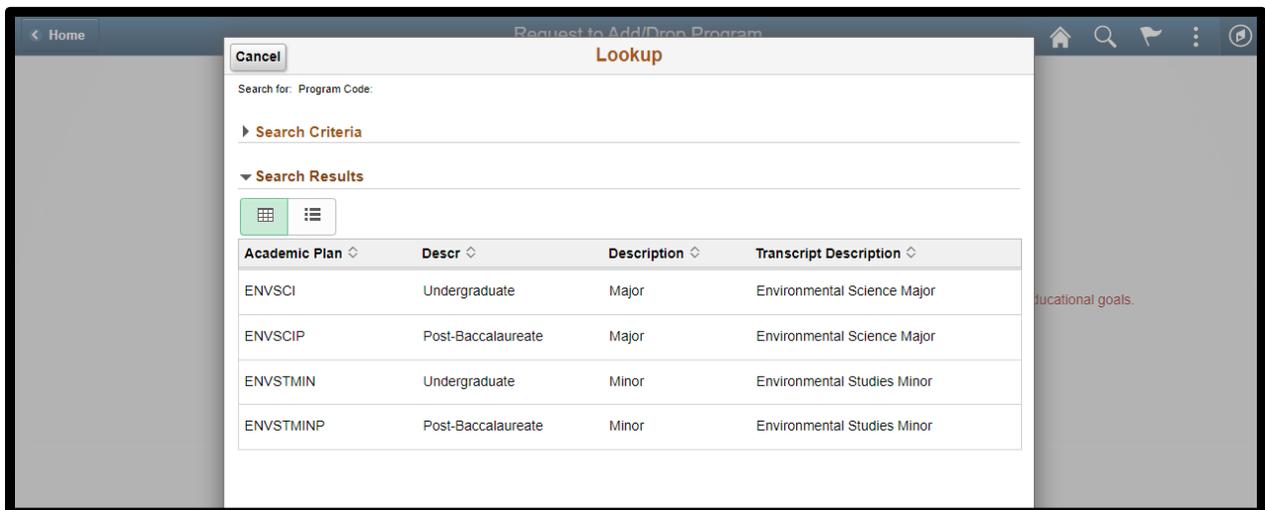
6. Select **“REQUEST TO APPLY TO AN ACADEMIC PROGRAM”**



7. Type in the program code, **“ENVS”**, or scroll to environmental.



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



Important Note!

The **MAJOR** is labeled Environmental Science for both undergraduates and post-baccalaureates

The **MINOR** is labeled Environmental Studies for both undergraduates and post-baccalaureates

9. When adding the Environmental Science major, select **ENVSCI** for the Environmental Science Major
 - a. **UG** - Undergraduate, select this option **ENVSCI**
 - b. **PB** - Post Baccalaureate, select this option if you have graduated (but you're not admitted in the Graduate Program) select **ENVSCIP**

Request to Add/Drop Program

Student ID:

First Name:

Last Name:

Program Code:

Program Name: Environmental Sciences, BS
[Click here if you don't know your program code.](#)

Specialization Code:

Specialization Name:

Program Information: For application materials, advising and program information please go to <http://www.cwu.edu/environmental/>

The Bachelor of Science in Environmental Sciences has five major specializations: biology, chemistry, geography, geology, and policy. There is also a minor program and a sustainability certificate. Our team of faculty work to address environmental challenges locally, regionally and internationally. Through the Environmental Studies program, students will acquire the professional and technical skills for entry into successful environmental careers or graduate studies in environmental fields.

Click on your specialization – it will populate (if you wish to change your specialization after it's submitted, please contact ENST@cwu.edu to make the change)

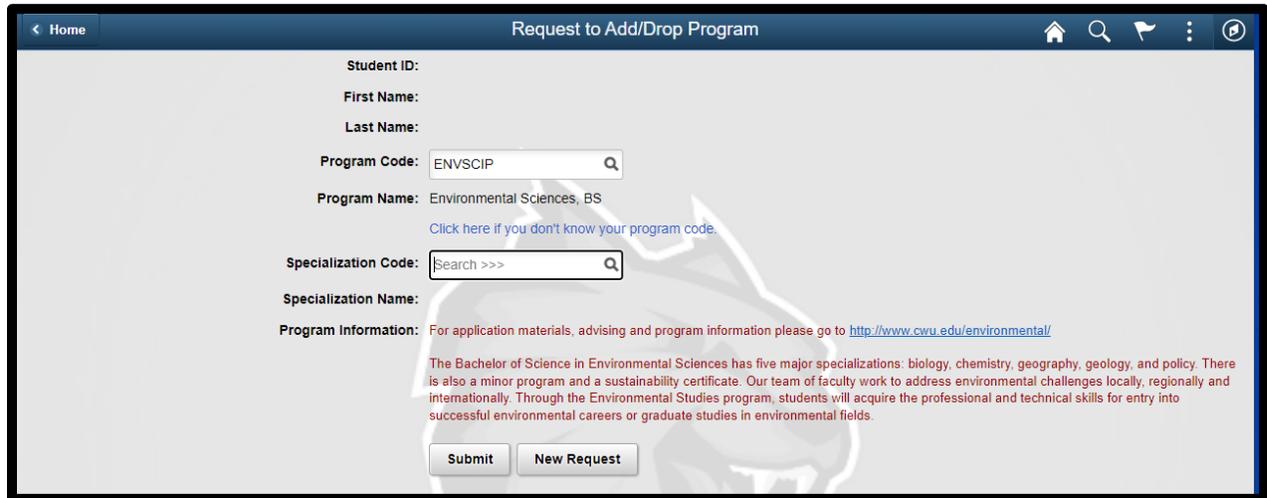
Lookup

Search for: Specialization Code:

Search Results

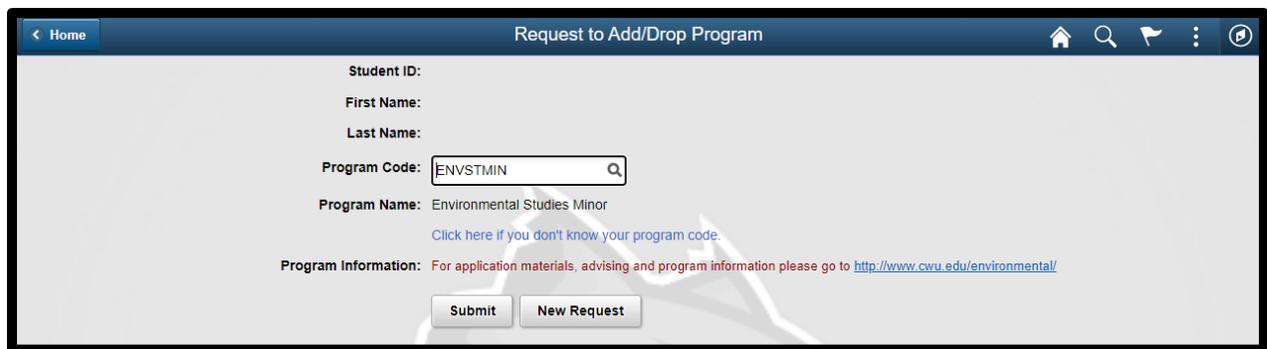
Academic Sub-Plan	Description
ESBI	Environmental Biology
ESCH	Environmental Chemistry
ESGE	Environmental Geology
ESGEOG	Environmental Geography
ESPO	Environmental Policy

10. If you graduated and want to take environmental science classes select **ENVSCIP (Post Baccalaureate)**. Then select your specialization



The screenshot shows a web browser window titled "Request to Add/Drop Program". The form includes fields for Student ID, First Name, Last Name, Program Code (set to ENVSCIP), Program Name (Environmental Sciences, BS), Specialization Code (with a search prompt), and Specialization Name. A link for more information is provided, along with a detailed paragraph about the program's specializations and a "Submit" button.

11. When adding the Environmental Studies minor
a. **UG** - Undergraduate, select this option **ENVSTMIN**



The screenshot shows the same "Request to Add/Drop Program" form, but with the Program Code set to ENVSTMIN and the Program Name set to "Environmental Studies Minor". The "Submit" button is visible at the bottom.

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

If you want to change your specialization, please email ENST@cwu.edu to request the change.

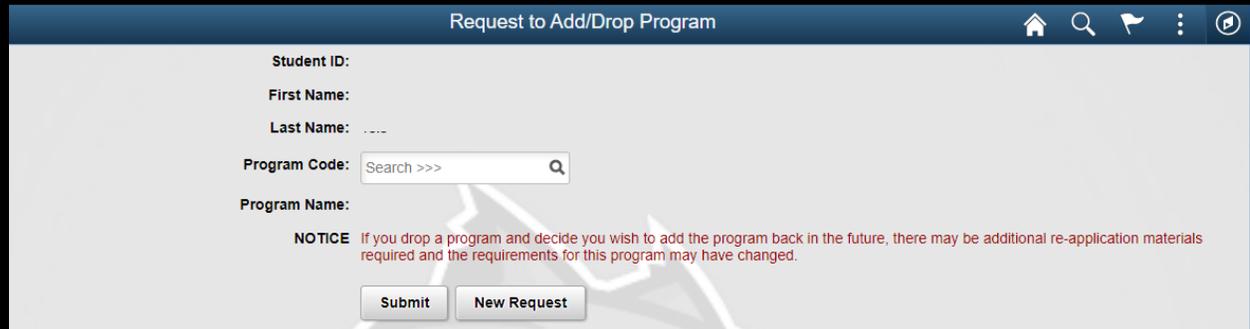
WHEN DROPPING A MAJOR/MINOR

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



The screenshot shows a web browser window titled "Request to Add/Drop Program". The page content asks "What would you like to do?" and provides two radio button options: "Request to apply to an academic program" and "Drop a declared academic program". A blue arrow points to the second option, "Drop a declared academic program".

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



The screenshot shows the same web browser window. The form fields are now populated: "Student ID:", "First Name:", "Last Name:", "Program Code: Search >>>" (with a search icon), and "Program Name:". Below the fields is a red "NOTICE" stating: "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, there are two buttons: "Submit" and "New Request".

Important Note!

If already declared a major and you are changing, wait until you are approved into the new major before dropping your current one.

If you want to change your specialization, please email ENST@cwu.edu to request the change.