



Adding or Changing a Certificate Plan

Business Process Guide

Introduction

Certificates were reimaged in Fall 2024 to better serve students and departments. They were constructed as a degree plan and appear on the Academic Advisement report (AR) along with student majors and minors.

To easily distinguish certs from majors and minors, certificates were given a new naming convention. Departments now have an unchanging cert number regardless of the changes to the title. If they have multiple modalities, all will have the same name, except in-person certs have an underscore after 3 numerals. Online plans have an O (oh, not a zero) in the code and “Onl” or similar at the end of the description.

Certificate Naming Convention Logic Implemented Fall 2024				
Example: C044_TRMU, C044OTRMU - Tasting Room Management Certificate				
Example: G004_IL, G004OIL - IT Leadership Graduate Certificate				
Certificate Type: UG/PB = C, Graduate: G	C	C	G	G
Unique Identifier: assigned number	044	044	004	004
Modality: _ = in person, O = online	_	O	_	O
*Title: 1st letter of words (max 3)	TRM	TRM	IL	IL
Career Identifier: U, P	U	U		
Notes:				
Grad certs are Type D, begin with career identifier G for ease of use.				
*Codes will not change if title changes. Title updated on plan code page.				

Easier to find in search

Look Up Academic Plan Help

Academic Institution CWUID

Academic Plan begins with

Description begins with

Academic Plan Type =

Academic Program begins with

Academic Career begins with

Search Results

View 100 First 1-124 of 124 Last

Academic Plan	Description	Academic Plan Type	Academic Program	Academic Career
C001_WTFP	Wine Trade Professional Cert	Cert	(blank)	PBAC
C001_WTFU	Wine Trade Professional Cert	Cert	(blank)	UGRD
C002_AATP	Applied Agribus Tech Cert Onl	Cert	(blank)	PBAC
C002_AATU	Applied Agribus Tech Cert Onl	Cert	(blank)	UGRD
C002_AATP	Applied Agribusiness Tech Cert	Cert	(blank)	PBAC
C002_AATU	Applied Agribusiness Tech Cert	Cert	(blank)	UGRD
C003OPMP	Project Management Cert Onl	Cert	(blank)	PBAC
C003OPMU	Project Management Cert Onl	Cert	(blank)	UGRD
C004OSSP	Social Services Certificate Onl	Cert	(blank)	PBAC
C004OSSU	Social Services Certificate Onl	Cert	(blank)	UGRD

Procedure for adding a certificate plan for a student

Navigation:

Campus Solutions > CWU Student Administration > Student Records > Student Career Information > Maintain Academic Plans

The student has indicated by some means, such as email or message, that they would like to pursue a certificate plan. They cannot self-select certificates in the same way as majors and minors. Department-authorized personnel can add the certificate to the student's program/plan on the same page as major and minor plans.

Step Note

1. Go into Maintain Academic Plans. Click Add New Academic Plan

Academic Maintenance

Big Cat Wildcat 22745641

Academic Program: Undergraduate Admit Term: Win 2025 Gen Ed Req Term: Win 2025

Effective Date: 01/16/2025 Campus: Des Moines

Program Action: Plan Change Expected Graduation Term:

Status: Active in Program Degree Checkout Status:

[Add New Academic Plan](#) [Refresh](#)

Plan	Type	Requirement Term	Declare Date	Edit Plan	Delete	# Specs
Technology Ed Br Area (BS)	Major	Fall 2024	10/01/2024	Edit Plan	Delete	0
Event Management	Minor	Fall 2024	11/27/2024	Edit Plan	Delete	0
International Studies	Minor	Fall 2024	11/04/2024	Edit Plan	Delete	0
Mathematics: Elementary Math	Minor	Fall 2024	10/30/2024	Edit Plan	Delete	0

[Return to Search](#) [Notify](#) [Refresh](#)

2. Click Search icon.

Academic Maintenance

Big Cat Wildcat 22745641

Academic Program: Undergraduate Adm

Effective Date: 01/16/2025 Can

Program Action: Plan Change Expected Gra

Status: Active in Program Degree

[Add New Plan](#)

22745641 UG Wellington Wildcat

Academic Plan: [Search](#)

*Requirement Term: [Search](#) Winter 2025

Declare Date: 01/16/2025 Plan Type:

[CANCEL](#)

Plan	Type	Requirement Term
Technology Ed Br Area (BS)	Major	Fall 2024
Event Management	Minor	Fall 2024
International Studies	Minor	Fall 2024
Mathematics: Elementary Math	Minor	Fall 2024

[Return to Search](#) [Notify](#) [Refresh](#)

3. Look up plan code and select the certificate.

Look Up Academic Plan

Academic Institution CWUID

Academic Plan begins with C0

Description begins with

Academic Plan Type =

Academic Program begins with

Academic Career begins with

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-124 of 124 Last

Academic Plan	Description	Academic Plan Type	Academic Program	Academic Career
C001_WTPP	Wine Trade Professional Cert	Cert	(blank)	PBAC
C001_WTPU	Wine Trade Professional Cert	Cert	(blank)	UGRD
C002OAATP	Applied Agribus Tech Cert Onl	Cert	(blank)	PBAC
C002OAATU	Applied Agribus Tech Cert Onl	Cert	(blank)	UGRD
C002_AATP	Applied Agribusiness Tech Cert	Cert	(blank)	PBAC
C002_AATU	Applied Agribusiness Tech Cert	Cert	(blank)	UGRD
C003OPMP	Project Management Cert Onl	Cert	(blank)	PBAC
C003OPMU	Project Management Cert Onl	Cert	(blank)	UGRD

4. Click Save Academic Plan and go back to the main page.

5. Click refresh

Big Cat Wildcat 22745641

Academic Program: Undergraduate Admit Term: Win 2025 Gen Ed Req Term: Win 2025

Effective Date: 01/16/2025 Campus: Des Moines

Program Action: Plan Change Expected Graduation Term:

Status: Active in Program Degree Checkout Status: ADD NEW ACADEMIC PLAN Refresh

Plan	Type	Requirement Term	Declare Date	Edit Plan	Delete	# Specs
Technology Ed Br Area (BS)	Major	Fall 2024	10/01/2024	Edit Plan	Delete	0
Event Management	Minor	Fall 2024	11/27/2024	Edit Plan	Delete	0
International Studies	Minor	Fall 2024	11/04/2024	Edit Plan	Delete	0
Mathematics: Elementary Math	Minor	Fall 2024	10/30/2024	Edit Plan	Delete	0

Return to Search Notify Refresh

6. View the certificate

Academic Maintenance

Big Cat Wildcat 22745641

Academic Program: Undergraduate **Admit Term:** Win 2025 **Gen Ed Req Term:** Win 2025

Effective Date: 01/16/2025 **Campus:** Des Moines

Program Action: Plan Change **Expected Graduation Term:**

Status: Active in Program **Degree Checkout Status:**

[ADD NEW ACADEMIC PLAN](#)

Academic Plans					
Plan	Type	Requirement Term	Declare Date	Edit Plan	Delete
Technology Ed Br Area (BS)	Major	Fall 2024	10/01/2024	Edit Plan	Delete
Event Management	Minor	Fall 2024	11/27/2024	Edit Plan	Delete
International Studies	Minor	Fall 2024	11/04/2024	Edit Plan	Delete
Mathematics: Elementary Math	Minor	Fall 2024	10/30/2024	Edit Plan	Delete
Applied Agribusiness Tech Cert	Certificate	Win 2025	01/16/2025	Edit Plan	Delete

[Return to Search](#)

[Notify](#)

[Refresh](#)

Changing or Deleting a Certificate Plan

The student has indicated by some means, such as email or message, that they would like to discontinue or change to another certificate plan.

1. Go into Maintain Academic Plans. Click Edit Plan to change or Delete to discontinue.

The screenshot shows the 'Maintain Academic Plans' page for a student. At the top, there are navigation tabs: 'Homepage', 'Student', 'Employee', and 'Learning'. Below this, the student's name 'Big Cat Wildcat' and ID '22745641' are displayed. The page shows details for the current academic program: Undergraduate, Admit Term: Win 2025, Gen Ed Req Term: Win 2025, Effective Date: 01/16/2025, Campus: Des Moines. A table of 'Academic Plans' is shown below, with columns for Plan, Type, Requirement Term, Declare Date, Edit Plan, Delete, and # Specs. The 'Applied Agribusiness Tech Cert' row is highlighted, and its 'Edit Plan' and 'Delete' buttons are also highlighted.

Plan	Type	Requirement Term	Declare Date	Edit Plan	Delete	# Specs
Technology Ed Br Area (BS)	Major	Fall 2024	10/01/2024	Edit Plan	Delete	0
Event Management	Minor	Fall 2024	11/27/2024	Edit Plan	Delete	0
International Studies	Minor	Fall 2024	11/04/2024	Edit Plan	Delete	0
Mathematics: Elementary Math	Minor	Fall 2024	10/30/2024	Edit Plan	Delete	0
Applied Agribusiness Tech Cert	Certificate	Win 2025	01/16/2025	Edit Plan	Delete	0

2. Click Search icon. All UG and PB certificate codes begin with C0 (C+ zero) and are numbered. The letters are the first letter of the cert name.

The screenshot shows the 'Look Up Academic Plan' search interface. It includes several search criteria: Academic Institution (CWUID), Academic Plan (begins with C0), Description (begins with), Academic Plan Type (=), Academic Program (begins with), and Academic Career (begins with). Below the search criteria are buttons for 'Look Up', 'Clear', and 'Cancel', along with a 'Basic Lookup' link. The 'Search Results' section shows a table with columns for Academic Plan, Description, Academic Plan Type, Academic Program, and Academic Career. The results list various certificate codes, with 'C002_AATU' highlighted.

Academic Plan	Description	Academic Plan Type	Academic Program	Academic Career
C001_WTPP	Wine Trade Professional Cert	Cert	(blank)	PBAC
C001_WTPU	Wine Trade Professional Cert	Cert	(blank)	UGRD
C002OAATP	Applied Agribus Tech Cert Onl	Cert	(blank)	PBAC
C002OAATU	Applied Agribus Tech Cert Onl	Cert	(blank)	UGRD
C002_AATP	Applied Agribusiness Tech Cert	Cert	(blank)	PBAC
C002_AATU	Applied Agribusiness Tech Cert	Cert	(blank)	UGRD
C003OPMP	Project Management Cert Onl	Cert	(blank)	PBAC
C003OPMU	Project Management Cert Onl	Cert	(blank)	UGRD

3. Click new plan, then Save Academic Plan

[Favorites](#) > [Main Menu](#) > [Campus Solutions](#) > [CWU Student Administration](#) > [Student Records](#) > [Student Career Information](#) > [Maintain Academic](#)

Change/Add Plan [Help](#)

22745641 UG Wellington Wildcat

Academic Plan: Food Agribus Mgt Mktg Cert Onl

*Requirement Term: Winter 2025

Declare Date: 01/16/2025 Plan Type: Certificate

Academic Plans			
Plan	Type	Requirement Term	
Technology Ed Br Area (BS)	Major	Fall 2024	
Event Management	Minor	Fall 2024	
International Studies	Minor	Fall 2024	
Mathematics: Elementary Math	Minor	Fall 2024	10/30/2024 Edit Plan <input type="button" value="Delete"/> 0
Applied Agribusiness Tech Cert	Certificate	Win 2025	01/16/2025 Edit Plan <input type="button" value="Delete"/> 0

4. Click Refresh and view the certificate

Academic Maintenance

Big Cat Wildcat 22745641 🚫 ⭐ 📄

Academic Program: Undergraduate **Admit Term:** Win 2025 **Gen Ed Req Term:** Win 2025

Effective Date: 01/16/2025 **Campus:** Des Moines

Program Action: Plan Change **Expected Graduation Term:**

Status: Active in Program **Degree Checkout Status:**

Academic Plans						
Plan	Type	Requirement Term	Declare Date	Edit Plan	Delete	# Specs
Technology Ed Br Area (BS)	Major	Fall 2024	10/01/2024	Edit Plan	<input type="button" value="Delete"/>	0
Event Management	Minor	Fall 2024	11/27/2024	Edit Plan	<input type="button" value="Delete"/>	0
International Studies	Minor	Fall 2024	11/04/2024	Edit Plan	<input type="button" value="Delete"/>	0
Mathematics: Elementary Math	Minor	Fall 2024	10/30/2024	Edit Plan	<input type="button" value="Delete"/>	0
Food Agribus Mgt Mktg Cert Onl	Certificate	Win 2025	01/16/2025	Edit Plan	<input type="button" value="Delete"/>	0