## DECLARE OR DROP AN ENVIRONMENTAL SCIENCE MAJOR OR MINOR

## ADDING A MAJOR OR MINOR -ENVIRONMENTAL SCIENCE OR STUDIES (ENST)

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

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12	,	Apply   Request Info	Make a Gif : 🖀 MyC	WU   😵 News/Events	A-Z Index
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ADMISSIONS	ACADEMICS	ABOUT	STUDENT SERVICES	GET INVOLVED	
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CENTRA	AL WASHING	GTON UNIV	ERSITY		

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

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<b>₩ycwu</b>	Sign In C 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 Men	u <del>v</del> → Stu	Jent Dashboard -> Student Info Page	Â	Q P		٢
		Homepa e Student E ployee				
Student Dashboard Navigation	> 0 • • 0	Student Dashboard Student Information	0 •	<b>~</b> A	pplicatio	ns

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

St	udent Dashboard 🔹 «
Na	avigation C Ov
+	Enrollment
-	S Financial
+	Graduation
*	E Library
-	Personal
+	Planning
•	Records
	Field Experience
	Request to Apply/Drop Program
	<ul> <li>Request Enroll</li> <li>Verification</li> </ul>
	Request Official Transcript
	🖀 View Unofficial
	Transcript

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

Home	Request to Add/Drop Program	â	Q	۲	:	۲
1	What would you like to do? Request to apply to an academic program Drop a declared academic program					

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

< Home	Request to Add/Drop Program	â	Q	۲	:	٢
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

< Home	_	Romost	to Add/Drop Prog	am	🔺 Q 🏲	: 🕥
	Cancel		Lookup			• •
	Search for: Program Code:					
	Search Criteria					
	✓ Search Results     III IIII					
	Academic Plan $\Diamond$	Descr ≎	Description $\Diamond$	Transcript Description $\Diamond$		
	ENVSCI	Undergraduate	Major	Environmental Science Major	ducational goals.	
	ENVSCIP	Post-Baccalaureate	Major	Environmental Science Major		
	ENVSTMIN	Undergraduate	Minor	Environmental Studies Minor		
	ENVSTMINP	Post-Baccalaureate	Minor	Environmental Studies Minor		

Important Note!

The **MAJOR** is labeled Environmental Science for both undergraduates and postbaccalaureates

The **MINOR** is labeled Environmental Studies for both undergraduates and postbaccalaureates

- **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 are not admitted in the Graduate Program) select **ENVSCIP**

< Home	Request to Add/Drop Program	â	Q	۲	:	۲
Student ID:						
First Name:						
Last Name:						
Program Code:	ENVSCI Q					
Program Name:	Environmental Sciences, BS					
	Click here if you don't know your program code.					
Specialization Code:	Search >>> Q					
Specialization Name:						
Program Information:	For application materials, advising and program information please go to http://www.cwu.edu/environme	ental/				
	The Bachelor of Science in Environmental Sciences has five major specializations: biology, chemistry, g is also a minor program and a sustainability certificate. Our team of faculty work to address environment internationally. Through the Environmental Studies program, students will acquire the professional and t successful environmental careers or graduate studies in environmental fields. Submit New Request	eograph tal challe echnical	y, geolog nges loc skills for	y, and po ally, regi entry int	olicy. T onally a to	here and

Click on your specialization – it will populate (if you wish to change your specialization after it is submitted, please contact <u>ENST@cwu.edu</u> to make the change)

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

**10. ENVSCIP (Post Baccalaureate)** only for students who have a college degree. Select your specialization

< Home	Request to Add/Drop Program	â	Q	۲	:	۲
Student ID:						
First Name:						
Last Name:						
Program Code:	ENVSCIP Q					
Program Name:	Environmental Sciences, BS					
	Click here if you don't know your program code.					
Specialization Code:	Bearch >>> Q					
Specialization Name:						
Program Information:	For application materials, advising and program information please go to http://www.cwu.edu/environme	ental/				
	The Bachelor of Science in Environmental Sciences has five major specializations: biology, chemistry, g is also a minor program and a sustainability certificate. Our team of faculty work to address environmen internationally. Through the Environmental Studies program, students will acquire the professional and successful environmental careers or graduate studies in environmental fields. Submit New Request	eograph tal challe echnical	y, geolog nges loc skills for	ıy, and p ally, regi entry in	olicy. Ti onally a to	nere and

11. When adding the Environmental Studies minor (Scroll down for SUSTMIN)a. UG - Undergraduate, select this option ENVSTMIN

Home		Request to Add/Drop Program	â	Q	۲	:	٢
	Student ID:						
	First Name:						
	Last Name:						
	Program Code:	ENVSTMIN Q					
	Program Name:	Environmental Studies Minor					
		Click here if you don't know your program code.					
	Program Information:	For application materials, advising and program information please go to http://www.cwu.edu/environmer	tal/				
		Submit New Request					

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

If you wish to change your specialization after it is submitted, please contact <u>ENST@cwu.edu</u> to make the change)

Sustainability **MINOR** select (this will not show up under the ENST options, type in **SUSTMIN**)

a.UG - Undergraduate, select this option SUSTMIN

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

		Request	to Add/Dro	p Program
Student ID:				
First Name:				
Last Name:				
Program Code:	SUSTMIN	Q		
Program Name:				
	Click here if you	ı don't know your program	code.	
	Submit	New Request		
Program Code:	SUSTMIN	Q		
Program Name:	Academic Plan	Descr	Description	Transcript Description
	SUSTMIN	Undergraduate	Minor	Sustainability Minor
	SUSTMINP	Post-Baccalaureate	Minor	Sustainability Minor

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	â	Q	۲	:	۲
What would you like to do?					
<ul> <li>Request to apply to an academic program</li> </ul>					
O Drop a declared academic program					

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

	Request to Add/Drop Program		Q	۲	:	⌀
Student ID:						
First Name:						
Last Name:						
Program Code:	Search >>> Q					
Program Name:						
NOTICE	If you drop a program and decide you wish to add the program back in the future, there may be ad required and the requirements for this program may have changed.	ditional r	e-applic	ation ma	aterials	
	Submit New Request					

Important Note!

Add a new major before dropping your old major so you have something listed in your academic plan.

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