



Program Changes: Add, Change, or Remove a Major, Minor, or Certificate

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Students can request to add, change, or remove a major, minor, certificate, or sub-baccalaureate program through the Student Forms card in RamPortal. Requests are submitted online and routed to the appropriate office for review and approval.

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NAVIGATION

1. Login to [RamPortal](#) using your WCU Single Sign On (SSO).
2. Locate the **Student Forms** card on your home page (see Fig. 1). For help with finding cards, visit [Home Page Navigation: A Guide to the RamPortal Home Page](#).
3. Select **Change/Add/Update Plan Request**.

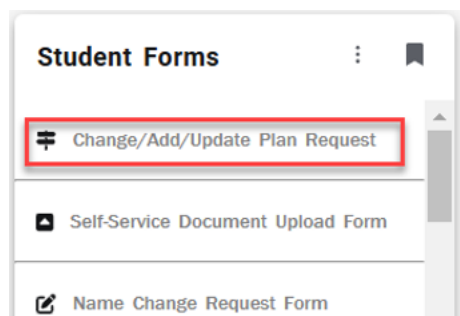


Fig. 1: Student Forms Card



SELECT YOUR CHANGE AND REQUEST TYPE

1. Once the form loads, select the **Change Type** for the program you want to update: **Certificate, Major, Minor, or Sub-Baccalaureate** (see Fig. 2).
2. Then choose the **Request Type** (see Fig. 2):
 - **Add:** Keep your current program(s) and add another.
 - **Change:** Replace an existing program with a new one.
 - **Remove:** Use this if you want to remove an additional program (like a second major, minor, or certificate). You cannot remove your only major or certificate.

The screenshot shows the 'Change/Update/Add Plan Request' form from West Chester University. The form is divided into two main sections: 'Student Information' and 'Request Details'. In the 'Student Information' section, there are fields for 'RamNet ID', 'BannerID', 'First Name', and 'Last Name'. Below these are two dropdown menus: 'Change Type*' and 'Request Type*'. A 'CLEAR Search' button is located below the 'Change Type' dropdown. In the 'Request Details' section, there are fields for 'Student Name', 'Email' (with a pre-filled '@WCUPA.EDU' domain), 'Change Type', and 'Request Type'. At the bottom of this section is a checkbox labeled 'I have thoroughly reviewed my request.*'. A 'Submit' button is at the very bottom of the form. Three yellow callout boxes with arrows point to specific parts of the form: the first points to the 'Change Type' dropdown, the second points to the 'Request Type' dropdown, and the third points to the 'I have thoroughly reviewed my request.*' checkbox.

Fig. 2: Example of Change/Update/Add Plan Form

ADD A PROGRAM

Add a Major and/or Concentration

1. Choose **Change Type: Major** and **Request Type: Add** (see Fig. 2).
2. A **Department** dropdown will appear. Select your **Department** (see Fig. 3).
 - *Tip: You can start typing in the box to quickly search for your Department.*
3. After you select your Department, click the **Program Lookup** button that will appear just below to view available Majors (see Fig. 3).
 - To search for a different program, click the **Clear Program** button before choosing a different Department.



Program Lookup

Please use the drop down menu to select the Department of your desired Major/Minor/Cert selection, then select Program Lookup.

If you receive a message that states "There were no reverse lookup matches found" there are no results. Please click the Clear Program button to try your search with different criteria.

To remove selections, click the Clear Program button.

Department: Major / Minor / Certificate:

ACCOUNTING
AFRICAN AMERICAN STUDIES
AMERICAN STUDIES
ANTHROPOLOGY & SOCIOLOGY
ART & DESIGN
BIOLOGY
BIOMEDICAL ENGINEERING

4881@WCUPA.EDU
st Type

Select your Department or start typing in the box to search.

After selecting a Department, the Program Lookup button will appear below.

Fig. 3: Example of Program Lookup Section

- Choose your Program from the list (see Fig. 4). Check the **Major/Minor/Certificate** column to confirm the correct program and click **Select**.
 - Use the **Concentration Description** column to check if the Program offers concentrations. Select the row with a concentration if you want to declare one or the row without if you do not (see Fig. 4).

Check this column to confirm you are adding the correct program.

Concentrations are listed here. Choose one, or select a blank row for no concentration.

Select Reverse Lookup Match

Major Code	Major / Minor / Certificate	Change Type	Concentration Code	Concentration Description	Department	Program	Program Code	Select
MA06	MATHEMATICS	MAJOR	ST00	STATISTICS	MATHEMATICS	BS MATHEMATICS	U1BX_MATHE_1	Select
MA06	MATHEMATICS	MAJOR			MATHEMATICS	BA MATHEMATICS	U1BX_MATHE_0	Select
MA06	MATHEMATICS	MAJOR	AC04	ACTUARIAL SCIENCE	MATHEMATICS	BS MATHEMATICS	U1BX_MATHE_1	Select
MA06	MATHEMATICS	MAJOR	AP00	APPLIED & COMPUTATIONAL	MATHEMATICS	BS MATHEMATICS	U1BX_MATHE_1	Select
MA06	MATHEMATICS	MAJOR	MA05	MATHEMATICAL FINANCE	MATHEMATICS	BS MATHEMATICS	U1BX_MATHE_1	Select
MA06	MATHEMATICS	MAJOR	PU06	PURE MATHEMATICS	MATHEMATICS	BS MATHEMATICS	U1BX_MATHE_1	Select

Fig. 4: List of programs with concentration options

- Review the **Request Details**. If you selected a concentration, confirm that the correct option is shown in the **Concentration Description** field. Then check the **I have thoroughly reviewed my request** button (see Fig. 2) and click **Submit**.

Add a Minor, Certificate, or Sub-Baccalaureate

- Choose **Change Type: Minor, Certificate, or Sub-Bac** (see Fig. 2).



2. Set the **Request Type: Add** (see Fig. 2).
3. Follow steps 2-5 in **Add a Major and/or a Concentration** above to select your **Department**, use the **Program Lookup**, and choose your program.

Note: If you get the following error, it means no program of that type is available in the selected Department. Click OK and make another selection.

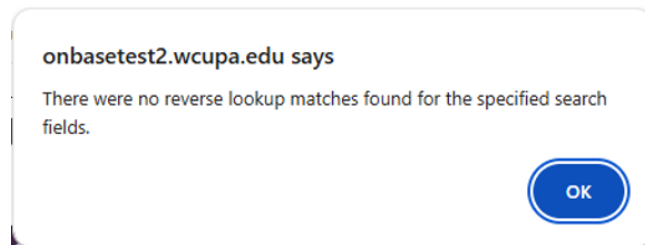


Fig. 5

CHANGE A PROGRAM

1. Choose the desired **Change Type** and **Request Type: Change** (see Fig. 6).

Change Type*

Major

Minor

Certificate

Sub Bacc Certificate

Request Type*

ADD

REMOVE

CHANGE

CLEAR Search

Fig. 6

2. In the **Current Program** box, click **Available Programs** to view your existing program(s). Select the one you want to change (see Fig. 7).
3. In the **Program Lookup** section, select the **Department** for your new Program (see Fig. 7).
 - Tip: You can start typing in the box to quickly search your Department.
4. Click the **Program Lookup button** to view available programs.



Current Program
Click the Available Program button to select

Academic Plan: WOMEN'S & GENDER STUDIES
Department: WOMENS STUDIES

Program Lookup
Department*
ACCOUNTING
ANTHROPOLOGY & SOCIOLOGY
ART & DESIGN
BIOLOGY
BUSINESS ANALYTICS
CHEMISTRY
COMMUNICATION & MEDIA
Academic Plan
Email: DC1037774@WCUPA.EDU
Request Type: CHANGE
Department

Click to select the program you want to change.

Chose the Department for your new program.

After selecting the Department the Program Lookup button will appear below.

Fig. 7

5. Select your new program from the list (see Fig. 8). If concentrations are available, they will be listed in the **Concentration Description** column.

Program Lookup Select Reverse Lookup Match

Academic Plan	Change Type	Concentration Description	Department	
ART	MAJOR	GRAPHIC & INTERACTIVE DESIGN	ART & DESIGN	Select
ART	MAJOR	STUDIO ARTS	ART & DESIGN	Select

Request Detail
Student Name

Cancel

Review the new program here.

If concentrations are available, they will be listed here.

Click Select for your new program.

Fig. 8

6. Review the Request Details. Confirm your new program is correct, then check the **I have thoroughly reviewed my request** box and click **Submit**.

REMOVE A PROGRAM

1. Choose the appropriate **Change Type: Major, Minor, Certificate, or Sub-Bacc**.
2. Set the **Request Type** (see Fig. 2) to **Remove**.
3. In the **Current Program** box, click the **Available Programs** button. Your current programs will display. Select the program you want to remove.



Note: You cannot remove your only major or your only certificate. You may only remove an additional program, such as a second major, minor, or certificate.

4. Review the **Request Details**. Confirm the correct program is listed, then check the **I have thoroughly reviewed my request** box and click **Submit**.

CONFIRMATION

- After you submit your request, a confirmation message will appear on the screen.
- You will also receive an email with the details of your request and a link to review or cancel it if needed.

For support, please submit a ticket at <https://wcupaprod.service-now.com/aes>