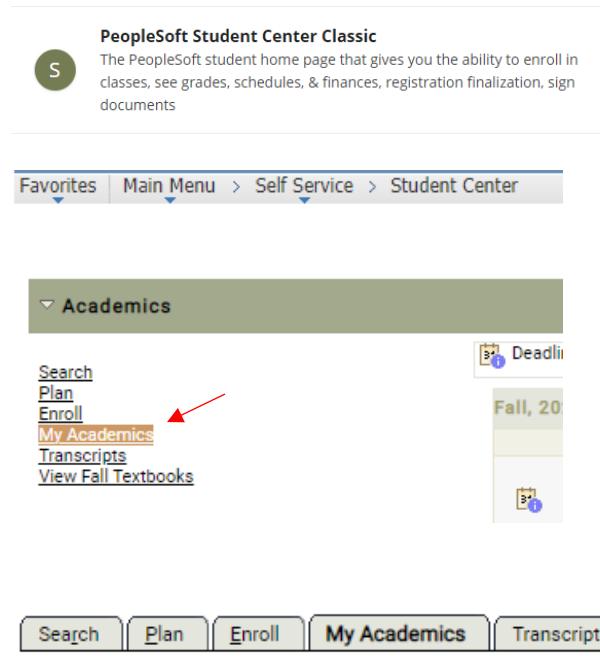
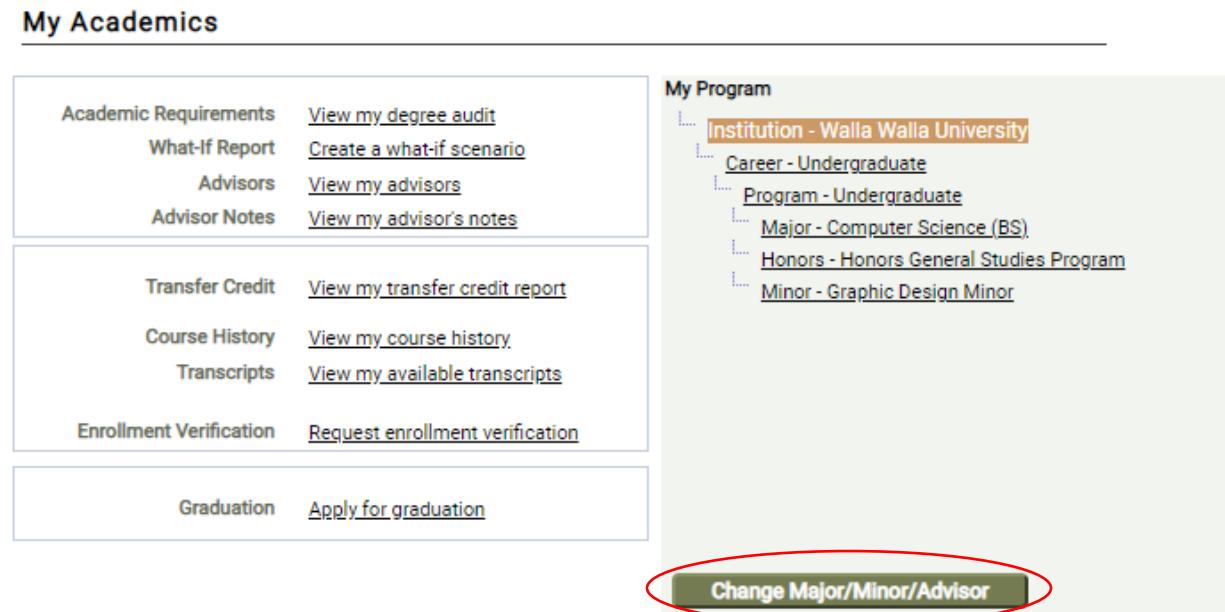


How to Change my Academic Plan:



The screenshot shows the PeopleSoft Student Center Classic interface. At the top, there is a navigation bar with 'Favorites', 'Main Menu', 'Self Service', and 'Student Center'. Below this is a 'Academics' menu with links for 'Search', 'Plan', 'Enroll', 'My Academics' (which is underlined and highlighted with a red arrow), 'Transcripts', and 'View Fall Textbooks'. A 'Deadlines' section shows 'Fall, 20' with a calendar icon. At the bottom, there is a row of buttons: 'Search', 'Plan', 'Enroll', 'My Academics' (highlighted in blue), and 'Transcripts'.



The screenshot shows the 'My Academics' page. On the left, there is a sidebar with 'Academic Requirements' (links to 'View my degree audit' and 'Create a what-if scenario'), 'Advisors' (links to 'View my advisors' and 'View my advisor's notes'), 'Transfer Credit' (link to 'View my transfer credit report'), 'Course History' (link to 'View my course history'), 'Transcripts' (link to 'View my available transcripts'), 'Enrollment Verification' (link to 'Request enrollment verification'), and 'Graduation' (link to 'Apply for graduation'). On the right, there is a 'My Program' tree with 'Institution - Walla Walla University', 'Career - Undergraduate', 'Program - Undergraduate' (with 'Major - Computer Science (BS)'), 'Honors - Honors General Studies Program', and 'Minor - Graphic Design Minor'. At the bottom right, there is a green button with the text 'Change Major/Minor/Advisor'.

First navigate from **MYWWU** to **PeopleSoft Student Center Classic**. On the left side of your screen you should see **My Academics** as the 4th text link down. Select it to proceed to the My Academics tab.

Next, click on the green button that says **Change Major/Minor/Advisor** on the right side of the screen.

Change Major/Minor/Advisor

Add a New Major/Minor		
	3	Add Plan
Current Academic Plan(s)/Advisor(s)		
Major	Computer Science (BS)	2/4 Delete Major
Advisor	Duncan, Jonathan	Change
Honors	Honors General Studies Program	Delete Honors
Advisor	Westerbeck,Cynthia	Change
Minor	Graphic Design Minor	Delete Minor
Advisor	Felipez,Linda	Change
Major	Mathematics (BS)	Delete Major
Advisor	Duncan, Jonathan	Change
AS Concentration	Graphic Design-AS	Delete AS Concentration
Advisor	Felipez,Linda	Change

For questions requesting a change, please contact the Academic Advisement Office at (509) 527-2132.

You are now on the plan change page. From here you have several options:

1. [Change your advisor for an existing plan](#)
2. [Delete an existing plan](#)
(not applicable for majors if you only have one)
3. [Add a Plan](#)
4. [Swap your Major/Concentration](#) (only if you have one major)

Note: If you want to swap a subplan with multiple majors you must delete the old plan and add a new one. Step by step instructions are below.

Remember that you can delete a request by selecting “delete” next to the request in the Pending Requests que.

Change My Advisor

To change your advisor for any plan select change to the right of the plan in question.

On the next page, use the drop-down menu to select a new advisor.

Hit Submit.

Your request will show up in your pending requests list as shown.

Major	Computer Science (BS)	Swap Major
Advisor	Duncan, Jonathan	Change

Change Major/Minor/Advisor

Change Advisor	
Action	Change Advisor
Plan	Computer Science (BS)
Current Advisor	Jonathan Duncan
Plan Type	Major
Advisor	<input type="button" value="Jonathan Duncan"/> <input type="button" value="Preston Carman"/>
Submit	

Pending Requests

Action	Request	Delete
Change Advisor	Major: Computer Science (BS) - New Advisor: Preston Carman; Previous Advisor: Jonathan Duncan	Delete

Delete a Plan

To delete a plan, select delete at the top right corner of the item. When the Request Confirmation pops up, select yes and then OK. If it is your last major then it will say "Swap Major." You must have a major at all times so if you wish to remove your major, please select undecided.

Change Plan/Advr ChoiceConfirm

Request Confirmation



Are you sure you want to perform this delete?

[Yes](#)

[No](#)

Pending Requests

Action	Request	Delete
Delete Plan/Sub-Plan	Minor: Graphic Design Minor Advisor: Linda Felipez	Delete

Add a Plan

To add a plan, select the **Add Plan** button at the top of the screen.

On the next page, navigate the drop-down menus to select a plan type, the specific plan, any sub-plan, and finally an advisor. If you add an existing major with a new concentration, you will keep any previous concentrations associated with the major.

Hit Submit.

Example of Pending
request below.

Add a New Major/Minor

[Add Plan](#)

Action	Add Plan/Sub-Plan
Plan Type	<input style="width: 150px; height: 30px; background-color: #668d4c; color: white; border: none; font-weight: bold; font-size: 14px;" type="button" value="Submit"/> <div style="border: 1px solid #ccc; padding: 5px; width: 150px; margin-top: 5px;"> <input style="width: 100%; height: 25px; border: none; background-color: #f0f0f0; font-size: 12px;" type="button" value="AS Concentration"/> <input style="width: 100%; height: 25px; border: none; background-color: #f0f0f0; font-size: 12px;" type="button" value="Certification"/> <input style="width: 100%; height: 25px; border: none; background-color: #f0f0f0; font-size: 12px;" type="button" value="Major"/> <input style="width: 100%; height: 25px; border: none; background-color: #f0f0f0; font-size: 12px;" type="button" value="Minor"/> <input style="width: 100%; height: 25px; border: none; background-color: #f0f0f0; font-size: 12px;" type="button" value="Pre-Professional"/> </div>

Add Plan/Sub-Plan

Action	Add Plan/Sub-Plan
Plan Type	Major <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> Major <ul style="list-style-type: none"> Humanities Information Systems Liberal Studies (BLS) Mathematics (BA) Mathematics (BS) Music (BMus) Music Production Nursing Physical Education Physics (BS) Pre-Cinema Religion Worldview Product Design Psychology Psychology (BA) Religion Secondary Education Social Work (BSW) Spanish Strategic Communication Theology </div>
Major	

[Go to top](#)

[Help](#)

Add Plan/Sub-Plan

Action	Add Plan/Sub-Plan
Plan Type	Major
Major	Mathematics (BS)
Sub-Plan	Actuarial Studies
Advisor	Jonathan Duncan

Submit **Cancel**

Pending Requests		
Action	Request	Delete
Add Plan/Sub-Plan	Major: Mathematics (BS) - Actuarial Studies Advisor: Jonathan Duncan	Delete

Swap My Major

To swap your major or concentration (when you only have one major) select **Swap Major** on the right side of your current major. Navigate the drop down menus to select your intended major, concentration, and advisor.

Hit Submit.

The pending request will show up like the one below.

Major: Computer Science (BS) [Swap Major](#)

Advisor: Duncan, Jonathan [Change](#)

Change Plan/Sub-Plan

Action	Change Plan/Sub-Plan
Plan	Computer Science (BS)
Current Advisor	Jonathan Duncan
Plan Type	Major
Plan	<input type="button" value="Submit"/> <input type="button" value="Go to top"/> <input type="button" value="Graphic Design"/>

Graphic Design is selected in the dropdown menu.

Change Plan/Sub-Plan

Action	Change Plan/Sub-Plan
Plan	Computer Science (BS)
Current Advisor	Jonathan Duncan
Plan Type	Major
Plan	<input type="button" value="Graphic Design"/>
Advisor	<input type="button" value="Linda Felipez"/>

Submit button is circled.

Pending Requests

Action	Request	Delete
Change Plan/Sub-Plan	Major: Computer Science (BS) to Graphic Design Advisor Change: Jonathan Duncan to Linda Felipez	Delete