

## How to Change my Academic Plan:

**PeopleSoft Student Center Classic**  
The PeopleSoft student home page that gives you the ability to enroll in classes, see grades, schedules, & finances, registration finalization, sign documents

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▼ Academics

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Deadlin  
Fall, 20

Search Plan Enroll **My Academics** Transcripts

First navigate from MYWWU to **PeopleSoft Student Center Classic**. On the left side of your screen you should see **My Academics** as the 4<sup>th</sup> 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.

### My Academics

Academic Requirements	<a href="#">View my degree audit</a>
What-If Report	<a href="#">Create a what-if scenario</a>
Advisors	<a href="#">View my advisors</a>
Advisor Notes	<a href="#">View my advisor's notes</a>

Transfer Credit	<a href="#">View my transfer credit report</a>
Course History	<a href="#">View my course history</a>
Transcripts	<a href="#">View my available transcripts</a>
Enrollment Verification	<a href="#">Request enrollment verification</a>

Graduation	<a href="#">Apply for graduation</a>
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**My Program**

- [Institution - Walla Walla University](#)
- [Career - Undergraduate](#)
- [Program - Undergraduate](#)
- [Major - Computer Science \(BS\)](#)
- [Honors - Honors General Studies Program](#)
- [Minor - Graphic Design Minor](#)

**Change Major/Minor/Advisor**

## Change Major/Minor/Advisor

**Add a New Major/Minor**

3 **Add Plan**

**Current Academic Plan(s)/Advisor(s)**

Major	Computer Science (BS)	2/4 <a href="#">Delete Major</a>
	Advisor Duncan,Jonathan	1 <a href="#">Change</a>
Honors	Honors General Studies Program	<a href="#">Delete Honors</a>
	Advisor Westerbeck,Cynthia	<a href="#">Change</a>
Minor	Graphic Design Minor	<a href="#">Delete Minor</a>
	Advisor Felipez,Linda	<a href="#">Change</a>
Major	Mathematics (BS)	<a href="#">Delete Major</a>
	Advisor Duncan,Jonathan	<a href="#">Change</a>
AS Concentration	Graphic Design-AS	<a href="#">Delete AS Concentration</a>
	Advisor Felipez,Linda	<a href="#">Change</a>

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](#)

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**Change Major/Minor/Advisor**

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**Change Advisor**

Action Change Advisor

Plan Computer Science (BS)

Current Advisor Jonathan Duncan

Plan Type Major

Advisor 

Jonathan Duncan

[Submit](#)

Jonathan Duncan

Preston Carman


Pending Requests		
Action	Request	Delete
Change Advisor	Major: Computer Science (BS) - New Advisor: Preston Carman; Previous Advisor: Jonathan Duncan	<a href="#">Delete</a>

## 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	<a href="#">Delete</a>

## 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** Add

**Add Plan/Sub-Plan**

Action Add Plan/Sub-Plan

Plan Type

**Submit**

- AS Concentration
- Certification
- Major
- Minor
- Pre-Professional

**Add Plan/Sub-Plan**

Action Add Plan/Sub-Plan

Plan Type

Major

**Submit**

- 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

**Add Plan/Sub-Plan**

Action Add Plan/Sub-Plan

Plan Type

Major

Sub-Plan

Advisor

**Submit** **Cancel**

Pending Requests		
Action	Request	Delete
Add Plan/Sub-Plan	Major: Mathematics (BS) - Actuarial Studies Advisor: Jonathan Duncan	<a href="#">Delete</a>

## 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

[Go to top](#)

- Chemistry (BS)
- Computer Science (BA)
- Computer Science (BS)
- Digital Media & Design
- Elementary Education
- Engineering (BSE)
- English
- Exercise Science
- Film, TV, and Media (BS)
- Forensic Psychology
- Global Communication
- Global Development
- Graphic Design**
- Health Science
- History
- Humanities
- Information Systems
- Liberal Studies (BLS)
- Mathematics (BA)
- Mathematics (BS)

**Change Plan/Sub-Plan**

Action Change Plan/Sub-Plan

Plan Computer Science (BS)

Current Advisor Jonathan Duncan

Plan Type Major

Plan

Advisor

**Pending Requests**

Action	Request	Delete
Change Plan/Sub-Plan	Major: Computer Science (BS) to Graphic Design Advisor Change: Jonathan Duncan to Linda Felipez	<a href="#">Delete</a>