



Update Your Program of Study in RamPortal

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This document provides instructions for students to change or update their program of study via the Student Forms card on RamPortal homepage.

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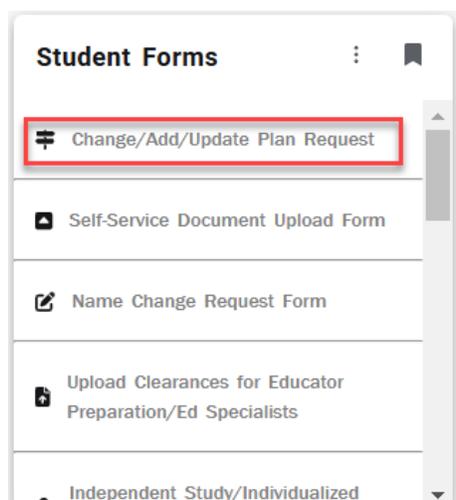
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NAVIGATION

- Log into RamPortal – ramportal.wcupa.edu
 - The [RamPortal Home Page Navigation.docx](#) provides basic navigation instructions.
 - Locate the “Student Forms” card on your RamPortal home page.
 - If you do not see this card on your homepage, it may be archived on the “Discover” page. For instructions on Searching for a Card, see the [RamPortal Home Page Navigation](#) document.
 - On the Student Forms card, scroll down to locate the “Change/Add/Update Plan Request” link.



- The Change/Update/Add Plan Request form will populate, auto filling your name, ID and email information.

WCU
WEST CHESTER
UNIVERSITY

Change/Update/Add Plan Request

Student Information

RamNet ID: BannerID:

First Name: Last Name:

Change Type* Request Type*

Request Details

Student Name: Email:

Change Type: Request Type:

I have thoroughly reviewed my request.*

ADD A PROGRAM

- Click the arrow next to the “Change Type” block and choose the appropriate option.

Change Type*

CERTIFICATE

MAJOR

MINOR

SUB-BACC

- Click the arrow next to the “Request Type” block
 - select “ADD” from the dropdown when you are retaining your current and adding an additional program.

- Students who want to change their program would select “Change” and follow the instructions below in the [Change A Program](#) section.

The image shows a form field labeled "Request Type*" with a dropdown arrow. A menu is open below the field, listing three options: "ADD", "CHANGE", and "REMOVE". The "ADD" option is highlighted with a red box, and the dropdown arrow itself is also highlighted with a red box.

- [ADD A MAJOR AND/OR CONCENTRATION](#)
- [ADD A MINOR](#)
- [ADD A CERTIFICATE](#)
- [ADD A SUB-BACCALAUREATE PROGRAM](#)

ADD A MAJOR AND/OR CONCENTRATION

- To add a major and/or add a concentration to your existing major, follow the initial steps in the [“Add A Program”](#) section above, selecting the Change Type “Major” then an additional box will appear based on your selection.
 - Click the department from the “Department” dropdown, then click the department for your program of choice.

The image shows a "Program Lookup" form. It includes instructions: "Please use the drop down menu to select the Department of your desired Major/Minor/Cert selection, then select Program Lookup." and "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." Below the instructions, there is a "Department" dropdown menu with a list of departments: ACCOUNTING, AFRICAN AMERICAN STUDIES, AMERICAN STUDIES, ANTHROPOLOGY & SOCIOLOGY, ART & DESIGN, BIOLOGY, and BIOMEDICAL ENGINEERING. The "Department" dropdown is highlighted with a red box. To the right of the dropdown is a text input field labeled "Major / Minor / Certificate".

- Search from the dropdown list, or type in the block to search for the department, (i.e. “Mathematics”).
- Once your desired department is selected, click the “Program Lookup” button which will appear just below the Department box.

To remove selections, click the Clear Program button.

Department
 MATHEMATICS

Program Lookup

Clear Program

- Select the Academic Program you would like to add.
 - If the program offers concentrations, you can choose from the plans based on the “Concentration Description” column.
 - If you would not like to choose a concentration, select the option with no concentration code or description.
 - In the Mathematics example below, you have the option to choose a concentration or the second row which will be the Mathematics major with no concentration.

Select Reverse Lookup Match								
Major Code	Major / Minor / Certificate	Change Type	Concentration Code	Concentration Description	Department	Program	Program Code	
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

Cancel

- The Special Ed & Early Grades major contains two options, Special Ed and Early Grades or Special Ed and Middle Grades:

Select Reverse Lookup Match								
Major Code	Major / Minor / Certificate	Change Type	Concentration Code	Concentration Description	Department	Program	Program Code	
SP01	SPECIAL ED & EARLY GRADES	MAJOR			EARLY & MIDDLE GRADES ED.	BSED SPECIAL ED & EARLY GRDS.	U1BX_SEAEG_0	Select
SP02	SPECIAL ED & MIDDLE GRADES	MAJOR			EARLY & MIDDLE GRADES ED.	BSED SPECIAL ED & MIDDLE GRDS.	U1BX_SEAMG_0	Select

Cancel

- When you have found the program of your choice, click “Select” to the right of the row.
- Once selected, this should automatically populate the “Academic Plan” field.

- If no concentration is not chosen, the major name will appear in the Major/Minor/Certificate block.

To remove selections, click the Clear Program button.

Department
 MATHEMATICS

Program Lookup

Clear Program

Major / Minor / Certificate
 MATHEMATICS

- If a concentration is chosen, it will appear in the Concentration Description block.

To remove selections, click the Clear Program button.

Department
 MATHEMATICS

Program Lookup

Clear Program

Concentration Description
 ACTUARIAL SCIENCE

Major / Minor / Certificate
 MATHEMATICS

- Finally, review the “Request Details” and “Program Added/Changed To” sections
 - click the box next to “I have thoroughly reviewed my request”
 - click “Submit”.

Request Details

Student Name _____ Email _____@WCUPA.EDU

Change Type MAJOR Request Type ADD

Program Added/Changed To

Department MATHEMATICS

Program BS MATHEMATICS Major/Minor/Cert MATHEMATICS Concentration ACTUARIAL SCIENCE

I have thoroughly reviewed my request. *

Submit

- A message will then appear that the form has been saved. A notification will be sent to your WCU email address that will include a link to return to the submitted form to review or cancel.

ADD A MINOR

- To add a minor, follow the initial steps in the [“Add A Program”](#) section above, selecting the Change Type “Minor”, then click the department from the “Department” dropdown, then click the department for your program of choice.

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

- Search from the dropdown list, or type in the block to search for the department, (i.e. “Computer Science”).
- Once your desired department is selected, click the “Program Lookup” button which will appear just below the Department box if a minor is available in the chosen department.

To remove selections, click the Clear Program button.

Department

Program Lookup

Clear Program

- Select the Academic Program you would like to add, then click “Select” for the appropriate row.

Select Reverse Lookup Match								
Major Code	Major / Minor / Certificate	Change Type	Concentration Code	Concentration Description	Department	Program	Program Code	
IN04	INFORMATION TECHNOLOGY	MINOR			COMPUTER SCIENCE	INFORMATION TECHNOLOGY	IN04	Select
CO16	COMPUTER SCIENCE	MINOR			COMPUTER SCIENCE	COMPUTER SCIENCE	CO16	Select

Cancel

- The available Minor will appear in the Major/Minor/Certificate block.

To remove selections, click the Clear Program button.

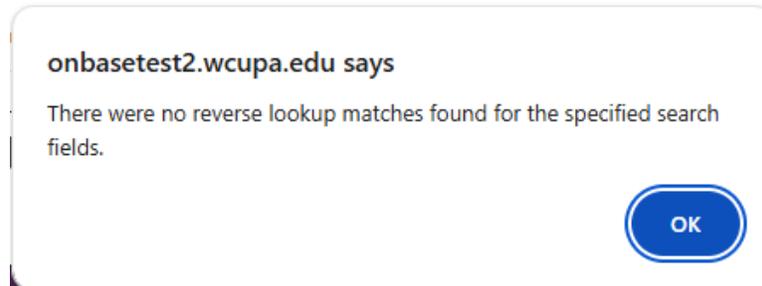
Department
COMPUTER SCIENCE ▼

Program Lookup

Clear Program

Major / Minor / Certificate
INFORMATION TECHNOLOGY

- a. If the following notification appears, a minor is not available in this department. Click “OK” and make another selection.



ADD A CERTIFICATE

- To add a certificate, follow the initial steps in the [“Add A Program”](#) section above, selecting the Change Type “Certificate”.
 - Click the “Department” dropdown, then click the department for your certificate of choice.

Department

COMPUTER SCIENCE ▼

COMMUNICATION & MEDIA

COMPUTER SCIENCE

COUNSELOR EDUCATION

CRIMINAL JUSTICE

DIGITAL HUMANITIES

- Search from the dropdown list, or type in the block to search for the department, (i.e. “Computer Science”).
- Once your desired department is selected, click the “Program Lookup” button which will appear just below the Department box if a certificate is available in the chosen department.

Department
COMPUTER SCIENCE ▼

Program Lookup

Clear Program

- If there is one certificate available in that department, the information will populate in the “Concentration Description” and “Major/Minor/Certificate” blocks.

Department
COMPUTER SCIENCE ▼

Program Lookup

Clear Program

Concentration Description
CERTIFICATE

Major / Minor / Certificate
COMPUTER SECURITY

- If multiple certificates are available within that department, an option window will appear.
- To search for a different program, click “Clear Program” prior to choosing a different department.

Department
COMPUTER SCIENCE ▼

Program Lookup

Clear Program

ADD A SUB-BACCALAUREATE PROGRAM

- To add a sub-baccalaureate, follow the initial steps in the [“Add A Program”](#) section above, selecting the Change Type “Sub-Bac”.
 - Click the “Department” dropdown, then click the department for your program of choice.

Department
GENERAL EDUCATION COUNCIL ▼

Program Lookup

Clear Program

- Search from the dropdown list, or type in the block to search for the department, (i.e. “General Education Council”).
- Once your desired department is selected, click the “Program Lookup” button which will appear just below the Department box if a certificate is available in the chosen department.

To remove selection, click the Clear Program button.

Department

GENERAL EDUCATION COUNCIL ▼

Program Lookup

Clear Program

- If there is one certificate available in that department, the information will populate in the “Concentration Description” and “Major/Minor/Certificate” blocks.
- If multiple options are available within that department, an option window will appear.
 - Click “Select” to the right of the row for your desired program.

Major Code	Major / Minor / Certificate	Change Type	Concentration Code	Concentration Description	Department	Program	Program Code	
CO08	COMMUNITY ENGAGEMENT	SUBBACC	CE01	CERTIFICATE	GENERAL EDUCATION COUNCIL	COMMUNITY ENGAGEMENT CERTIFICATE	U1SB_CEGMT_0	Select
DI07	DIGITAL LITERACY	SUBBACC	CE01	CERTIFICATE	GENERAL EDUCATION COUNCIL	DIGITAL LITERACY CERTIFICATE	U1SB_DIGIT_0	Select
GL00	GLOBAL AWARENESS	SUBBACC	CE01	CERTIFICATE	GENERAL EDUCATION COUNCIL	GLOBAL AWARENESS CERTIFICATE	U1SB_GLOBL_0	Select
GL02	GLOBAL HEALTH	SUBBACC	CE01	CERTIFICATE	GENERAL EDUCATION COUNCIL	GLOBAL HEALTH CERTIFICATE	U1SB_GLOHE_0	Select
HE04	HEALTH HUMANITIES	SUBBACC	CE01	CERTIFICATE	GENERAL EDUCATION COUNCIL	HEALTH HUMANITIES CERTIFICATE	U1SB_HEAHU_0	Select
SU02	SUSTAINABILITY	SUBBACC	CE01	CERTIFICATE	GENERAL EDUCATION COUNCIL	SUSTAINABILITY CERTIFICATE	U1SB_SUSTN_0	Select
UN00	UNMANNED AERIAL SYSTEMS	SUBBACC	CE01	CERTIFICATE	GENERAL EDUCATION COUNCIL	UNMANNED AERIAL SYSTEMS CERTIFICATE	U1SB_AESYS_0	Select

Cancel

- To search for a different program, click “Clear Program” prior to choosing a different department.

Department

COMPUTER SCIENCE ▼

Program Lookup

Clear Program

REMOVE A PROGRAM

- Use “Remove” ONLY if you are removing and have multiple majors (or certificates for Graduate students).
- If you are replacing/changing a major, certificate, or removing a concentration, please see the [“Change A Program”](#) section below.
 - NOTE: You may not remove your only major or certificate, however you can remove a double major or minor.
- To remove, choose from one of the “Change Type” options and “REMOVE” from the “Request Type” options.

Change Type *

CERTIFICATE
MAJOR
MINOR
SUB-BACC

Request Type *

ADD
CHANGE
REMOVE

- A “Current Program” window will appear below. Click “Available Programs”. Your current program information should populate in the Academic Plan and Department blocks. Note the system will remind you that you are attempting to remove your only selected Program type, and to select CHANGE to replace this with a new one.

Current Program

Click the Available Program button to select the program you would like to Change or Remove.
If you select the incorrect Major/Minor/Certificate from your available programs list please click the Clear Search button above, under Change Type, to start your search over.

Available Programs

Academic Plan: SPORTS MEDICINE STUDIES
Department: SPORTS MEDICINE

You are attempting to remove your only selected Program type. Please select CHANGE to replace this program with a new one.

- Review the Request Details, then click the box next to “I have thoroughly reviewed my request”, then “Submit”.

Request Details

Student Name: [REDACTED] Email: [REDACTED]@WCUPA.EDU

Change Type: MINOR Request Type: ADD

Program Being Added: MATHEMATICS Department: MATHEMATICS

I have thoroughly reviewed my request. *

Submit

- A message will then appear that the form has been saved. A notification will be sent to your WCU email address that will include a link to return to the submitted form to review or cancel.

CHANGE A PROGRAM

- Choose from one of the “Change Type” options and “CHANGE” from the “Request Type” options.

Change Type *

Major
 Minor
 Certificate
 Sub Bacc Certificate

Request Type *

ADD
 REMOVE
 CHANGE

CLEAR Search

- Two windows, “Current Program” and “Program Lookup” will appear below.
 - In the Current Program box, click “Available programs” to return your current programs. Select the program you wish to replace.
 - Program Lookup window, click the dropdown under the “Department”. Search by typing in the first letters of your desired program (ie, “Art”) in the box or scroll to find the desired new program.

Current Program

Click the Available Program button to select

Available Programs

Academic Plan: WOMEN'S & GENDER STUDIES

Department: WOMENS STUDIES

Program Lookup

Department * (dropdown menu open):

- ACCOUNTING
- ANTHROPOLOGY & SOCIOLOGY
- ART & DESIGN
- BIOLOGY
- BUSINESS ANALYTICS
- CHEMISTRY
- COMMUNICATION & MEDIA

Academic Plan: (empty field)

Email: DC1037774@WCUPA.EDU

Request Type: CHANGE

Department: (empty field)

- Click the “Program Lookup” button to populate the appropriate Academic Plan.

Program Lookup

Department * (dropdown menu): ART & DESIGN

Academic Plan: (empty field)

Program Lookup (button highlighted)

- If there are multiple plans within a department, you will be prompted to select between the available options. Click “Select” for your desired program.

Program Lookup

Department * (dropdown menu): ART & DESIGN

Program Lookup (button)

Request Detail

Student Name: (redacted)

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

Cancel

- This will populate the appropriate Concentration Description and Academic Plan.

Program Lookup

Department *
ART & DESIGN ▼

Program Lookup

Concentration Description
GRAPHIC & INTERACTIVE DESIGN

Academic Plan
ART

- Review the Request Details, then click the box next to “I have thoroughly reviewed my request”, then “Submit”.

Request Details

Student Name
[REDACTED]

Email
[REDACTED]@WCUPA.EDU

Change Type
MINOR

Request Type
CHANGE

Program Being Left
WOMEN'S & GENDER STUDIES

Department
WOMENS STUDIES

Program Being Added
ART

Department
ART & DESIGN

I have thoroughly reviewed my request. *

Submit

- A notice will then appear that the form has been saved, and you will return to the RamPortal Home page. A notification will be sent to your WCU email address that will include a link to return to the submitted form to review or cancel.