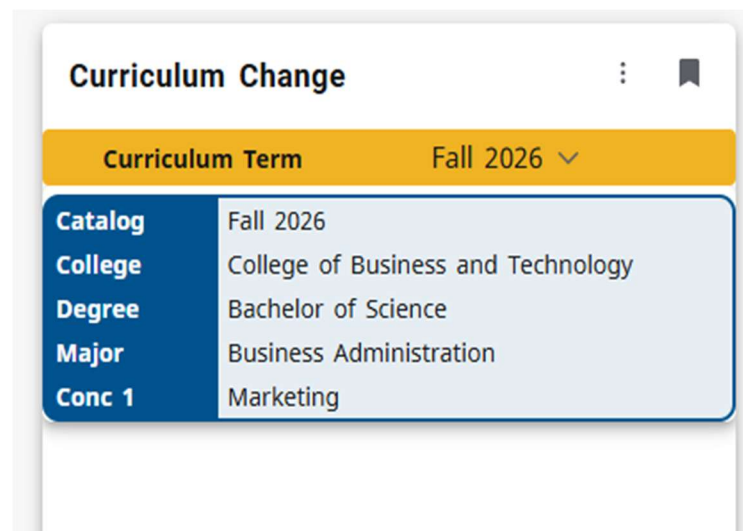
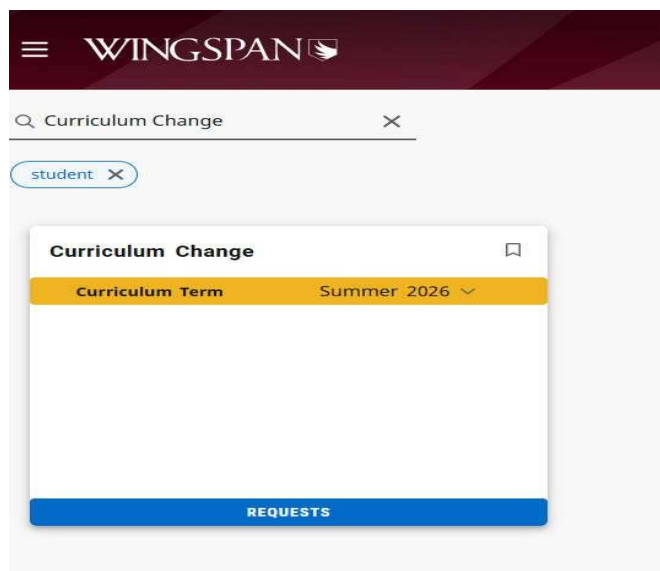
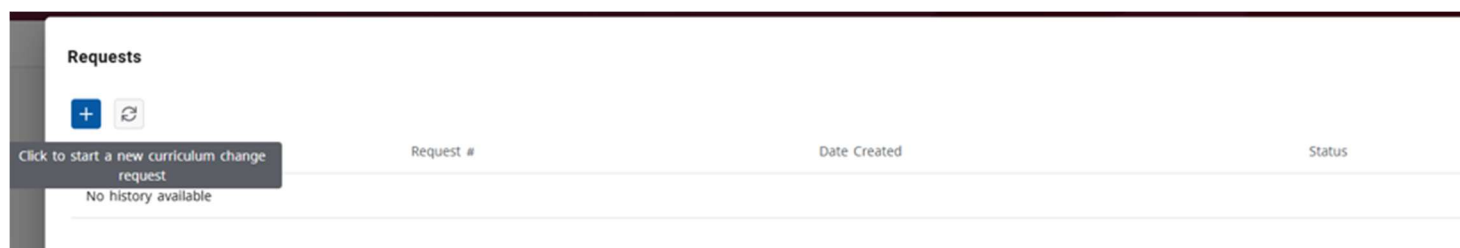


Instructions for Student Curriculum Changes in Wingspan

- Go to Wingspan.
- Click “View All Cards”.
- Find the “Curriculum Change” card and click “Requests” at the bottom of the card.
- Click on **Start Request**



- Click on “+” to add a request



- Read the **Acknowledgement**

Requests ×

1 Acknowledge — 2 Changes — 3 Submit — 4 Decision

Acknowledge

I understand that changing my Curriculum (Major, Concentration, Minor and/or Catalog) may:

- Change my specific General Education requirements
- Delay my graduation/degree progress
- Result in a loss of any Major-affiliated scholarship
- Require admittance to the Teacher Education Program (Teacher Education Program majors, as well as ED Studies minor)

* Degree Works What-if audits can be used to help determine how your progress may be impacted.

ACKNOWLEDGE

RETURN

It is highly recommended that you run a DegreeWorks audit and consult with your advisor or Student Services Office before changing a degree program.

- Click Acknowledge to proceed.

There are three options for changing your curriculum to choose from. Select the option that corresponds to what you want to do.

Curriculum Changes

Choose an option below for changing your curriculum. The request can be deleted until it is submitted for approval.

- Add to current curriculum - starts request with your current curriculum which can be changed from there
- Change to new curriculum - starts a blank request
- Change Catalog Term - only allows change to the catalog term

☐ Add to current curriculum
☐ Change to new curriculum
☐ Change Catalog Term

➤ **First Option: “Add to current curriculum - starts request with your current curriculum which can be changed from there” indicates you want to add to what you already have, such as adding a minor or another major.**

Changes

* Note, your catalog term is not the same as the academic year. Complete this section only if you have been advised to change your catalog term
 * Dual Degrees, Double Majors, Major/Concentrations/Minors all must be under the same catalog. Please be sure that all are offered under the catalog you are changing to
 * If student is keeping current minor, add current minor back with new curriculum

Curriculum Selection

Catalog Term ▼

Curriculum ▼

Requested Curriculum

Catalog	Fall 2026
College	College of Business and Technology
Degree	Bachelor of Science
Major	Business Administration
Conc 1	Marketing
	Add Conc ▼
	Add Minor ▼

☐ Click the checkbox when you are ready to submit the request for approval

Changes

* Note, your catalog term is not the same as the academic year. Complete this section only if you have been advised to change your catalog term
 * Dual Degrees, Double Majors, Major/Concentrations/Minors all must be under the same catalog. Please be sure that all are offered under the catalog you are changing to
 * If student is keeping current minor, add current minor back with new curriculum

Curriculum Selection

Catalog Term ✕
 Fall 2026

Curriculum ▲
 BA - Art
 BA - Art Hist & Museum Professio
 BA - Criminal Justice
 BA - Dance
 BA - Data Science
 BA - English
 BA - Environmental Studies
 BA - Game Design
 BA - Game Design Studies

Requested Curriculum

Catalog	Fall 2026
College	College of Business and Technology
Degree	Bachelor of Science
Major	Business Administration
Conc 1	Marketing
	Add Conc ▼
	Add Minor ▼

☐ Click the checkbox when you are ready to submit the request for approval

- Use the drop-down to select the catalog year, additional curriculum, concentration (only for majors that have different concentrations), or minor. Click the **checkbox**, then click Submit.

You will then get a verification of your request.

Request Submitted

The request has been submitted and is waiting for approval. The possible decisions are approval, return for correction, or rejection. When a decision has been made, a notification will be sent to your Winthrop email account. The status of the request on this page will change to reflect the decision.

➤ **Second Option: “Change to new curriculum - starts a blank request” means you want to completely change your program.**

✓ Acknowledge
2 Changes
3 Submit
4 Decision

Changes

* Note, your catalog term is not the same as the academic year. Complete this section only if you have been advised to change your catalog term

* Dual Degrees, Double Majors, Major/Concentrations/Minors all must be under the same catalog. Please be sure that all are offered under the catalog you are changing to

* If student is keeping current minor, add current minor back with new curriculum

Curriculum Selection

Catalog Term
×

Fall 2026

Curriculum
▼

+

Requested Curriculum

Please add new curriculum to the request

- Choose your catalog term and the new program from the drop-down, add a concentration (for majors that have one) and/or a minor, select from the drop-down, click the **checkbox**, then click Submit.

➤ **Third Option: “Change Catalog Term - only allows change to the catalog term” allows you to change the year of your catalog to any catalog which was in use while you are enrolled. For example, if you were admitted to Winthrop in Fall 2020 and the current term is Fall 2022, you can change your catalog to 2021 or 2022.**

✓ Acknowledge
2 Changes
3 Submit
4 Decision

Changes

* Note, your catalog term is not the same as the academic year. Complete this section only if you have been advised to change your catalog term

* Dual Degrees, Double Majors, Major/Concentrations/Minors all must be under the same catalog. Please be sure that all are offered under the catalog you are changing to

* If student is keeping current minor, add current minor back with new curriculum

Catalog Selection

Catalog Term
×

Fall 2026

+

Requested Curriculum

Catalog	Fall 2026
College	College of Business and Technology
Degree	Bachelor of Science
Major	Business Administration
Conc 1	Marketing

☐ Click the checkbox when you are ready to submit the request for approval

Notes:

Majors and minors cannot be the same (i.e., dance majors cannot minor in dance, biology majors cannot minor in biology, etc.)

If you choose the return button, your request will be halted. You can edit the request and continue, or you can delete the request:



You will be able to view the status of your request by going back to the initial request link. You will get an email once your curriculum change is approved or denied.

