

Instructions for Student Curriculum Changes in Wingspan

- Login to Wingspan and click on the Student Tab.
- Click on Student Records.
- Click on Undergraduate Curriculum Change Request.
- Click on Start Request

Current Curriculum

Curriculum Term Fall 2022 ▼

Catalog Term	Fall 2020
College	College of Arts and Sciences
Degree	Bachelor of Science
Major	Chemistry

[Start Request](#)

Messages

Read the Acknowledgements:

Acknowledgment

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

[Next](#) [Return](#)

- **First Option: “Add” indicates you want to add to what you already have, such as adding a minor or another major.**

Curriculum 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

- Choose a catalog term and curriculum
- Click the green plus to add the curriculum
- Minors, and concentrations can be added once the base curriculum is added
- The red X is used to delete/remove
- Use the catalog term and curriculum to add a multiple majors and/or degrees

Catalog Term: Fall 2020 +

Curriculum: +

Catalog Term: Fall 2020

College: College of Arts and Sciences

Degree: Bachelor of Science

Major: Chemistry X

Add Conc: +

Add Minor: +

Submit Return

Use the drop-down to select the additional curriculum, concentration (only for majors that have different concentrations), or minor. Click the **green +** 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.

Return

- **Second Option: Change to new curriculum means you want to completely change your program.**

Curriculum Changes

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

* 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

- Choose a Catalog Term and Curriculum
- Click the green plus to add the curriculum
- Minors, and Concentrations can be added once the base curriculum is added
- The red X is used to delete/remove
- Use the Catalog Term and Curriculum to add a multiple majors and/or degrees

Catalog Term: Fall 2022 +

Curriculum: +

Submit Return

Choose the new program from the drop-down, click on the **green +** then click Submit.

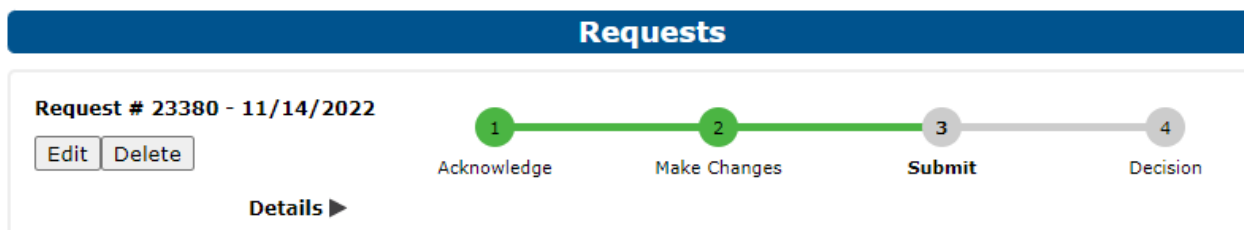
If you want to add a concentration (for majors that have one) and/or a minor, select from the drop-down, click on the **green +** then click Submit.

➤ **Third Option: Change 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.**

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.

