

## Instructions for the Plans of Study

The Proposed Plan of Study is a required piece of communication between the student and the department. It is used in departmental planning as we schedule classes each year and also to be sure you are on track with your program. Whenever you make a change to this Proposed Plan of Study, you must send a revised copy (the same form number) to the address below.

Directions for completing and maintaining the Proposed Plan of Study e-Form (Elementary Education Certificate and for the Elementary Education Studies Major):

Go to: <https://west.wvu.edu/admcs/forms/studentdefault.aspx?deptID=1240>

Click on **Woodring** on the right-hand side.

Click on: **Proposed Plan of Study for Elementary Education Program OR**

**Proposed Plan of Study for Elementary Education Major OR**

**Proposed Plan of Study for Reading Endorsement** when it comes up on the left-hand side.

After completing the form, type in your **WWU ID# and Pin #** (first 6 digits of your Social Security #) in the applicable boxes.

Click on **Submit** box and the form will be automatically sent to Ellen Kreider. **NEVER** click on "Lock" box.

A link to your approved Proposed Plan of Study will be directed to your mailbox. Save it. You must update the plan of study and resubmit it **each** time you make an adjustment.

If you lose the link, follow these directions to recapture it:

Go into **Student Web Forms**

Click on **Tools** (box on the top right)

Click on **Web Form Finder**

Fill in your **First and Last Name** under **Submitter/Approver Criteria**

Under **Time Criteria** use the date you entered the program or click on the box labeled **Anytime**

Click on **Find Now** and your form will be retrieved

***IF YOU HAVE ANY QUESTIONS ABOUT THIS PROCESS, PLEASE CALL ELLEN AT 650-7948 or NINA AT 650-3336.***

