

# Graduate Student

## Add/Change/Discontinue Program Training

**Graduate students:** All Graduate School students must utilize the Graduate Student Portal (MyGradPortal in MyUW) to add, change, or discontinue any major/named option, doctoral minor, or graduate/professional certificate.

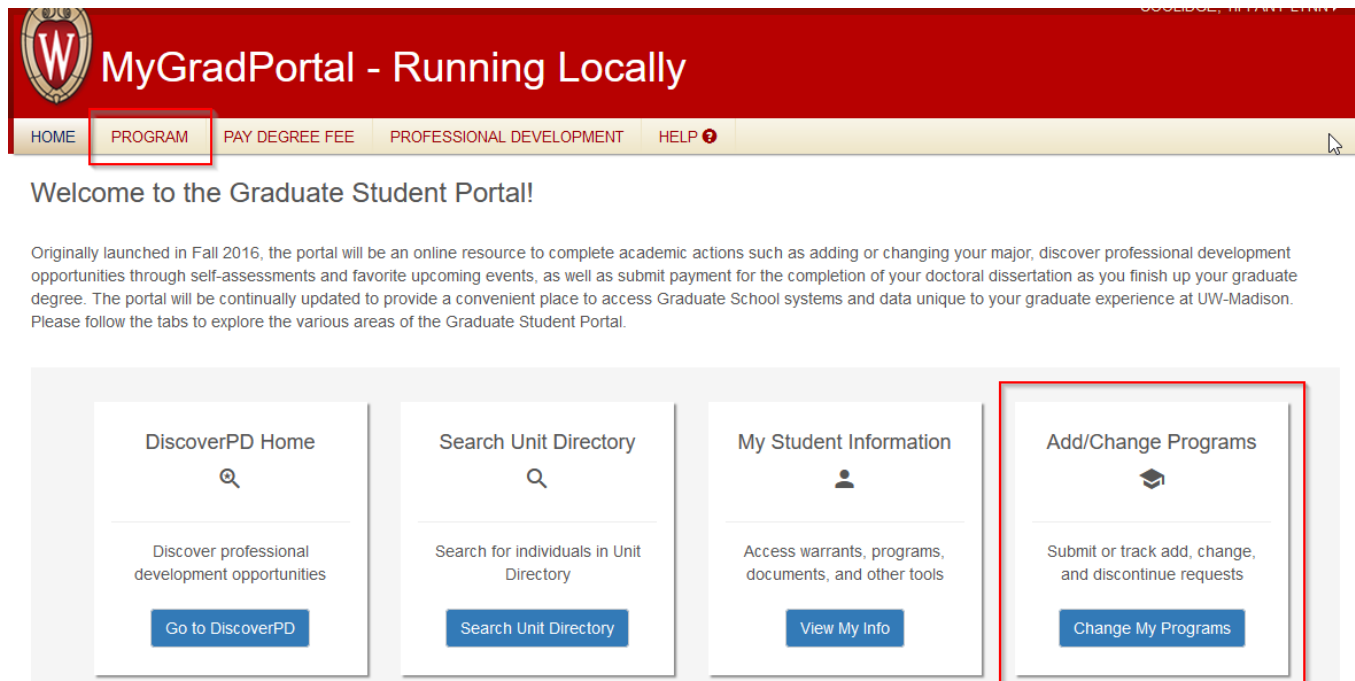
### Accessing MyUW and the MyGradPortal

- 1) Go to [wisc.edu](http://wisc.edu) and click on MyUW in the top, red banner. Then click on MyUW Home.
- 2) Enter NetID login information.
- 3) Click on the tile “Graduate Student Portal”. If you do not see the tile, you can search for it in the top search bar and add it to your page.

### Initiating a request as a student

#### Accessing the Add/Change Programs page

To access the Add/Change Programs page as a student, you can either select the tile on the home page titled “Add/Change Programs” or the “PROGRAM” option on the main toolbar.



Once on the Add/Change page, there are a few key areas to note. The page is split into Enrolled Programs, Requests, and Completed Programs.

The Enrolled Programs section has the option to add a Graduate/Professional certificate, doctoral minor (for PhD students), or major. For existing programs in which you are already enrolled, you can change or discontinue if that program does not already have a pending request.

The Requests section shows any past or existing requests with their status. You can delete or edit an existing request from this section.

The Completed Programs section is a view only list of any programs you have completed.

## Programs

**Add/Change Major, Graduate/Professional Certificate, or Doctoral Minor:** If you are considering adding a new program or changing your current program, you will need to check with your intended program concerning their admission requirements as they may require a supplemental application and/or materials. The process below will include a place for you to upload a PDF of any required application materials. Once you submit an action to add/change below, the Graduate Program will be notified of your submission and you will receive an email if this is add/change is approved or denied. Please note that adding a program means you intend to stay enrolled in your current program(s). Changing a program means you wish you discontinue your current major, certificate, or minor and add a new one.

**Discontinue Major, Graduate/Professional Certificate, or Doctoral Minor:** If you have more than one program and wish to discontinue one of them, you will follow the prompt below to discontinue the selected program. All graduate students must have at least one major program. You will not be allowed to discontinue a major if you only have one major program.

Please submit an action below to add, change, or discontinue a graduate program here at UW-Madison. Feel free to contact the Graduate School Office of Admissions & Academic Services [gsacserv@grad.wisc.edu](mailto:gsacserv@grad.wisc.edu) with any questions.

Enrolled Programs

Program Name	Type
Anthropology PHD	Major

+ Add Certificate

+ Add Major

Change

+ Add Minor

Discontinue

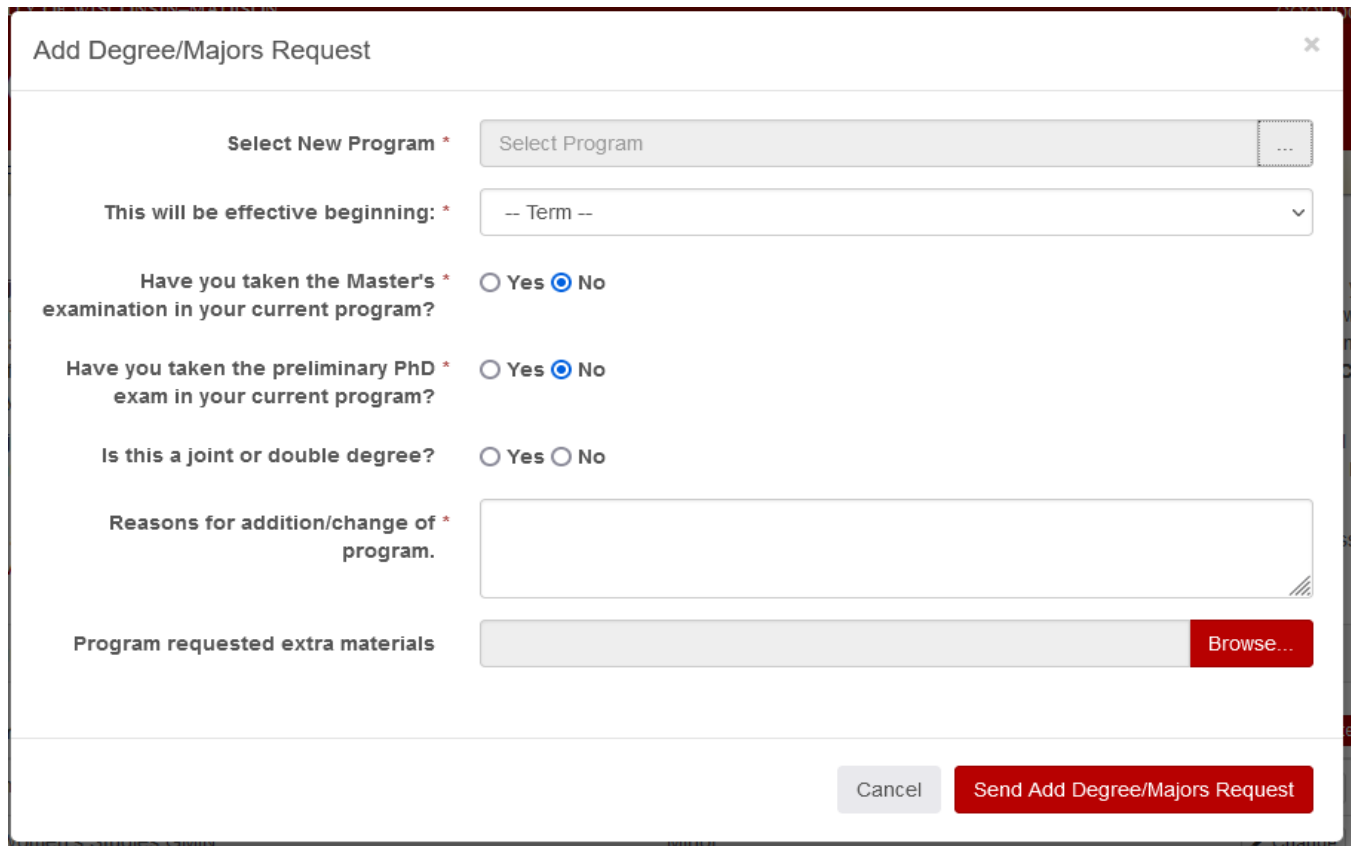
You currently have 1 request in review. You may have up to 3 requests in review at any time.

Requests		
Request Type	Request Date	Status
Add Certificate in Business Analytics GCRT	7/7/2022 3:59:44 PM	Added to Student Information System
Add Anthropology GMIN	7/7/2022 3:58:58 PM	Approved

Completed Programs	
Major	
Anthropology MA	

## Example request windows

Clicking an action button will display an associated window with fields appropriate for the type of request. Here are some example request windows:



**Add Degree/Majors Request**

Select New Program \*

This will be effective beginning: \*

Have you taken the Master's \* examination in your current program? ☐ Yes ☒ No

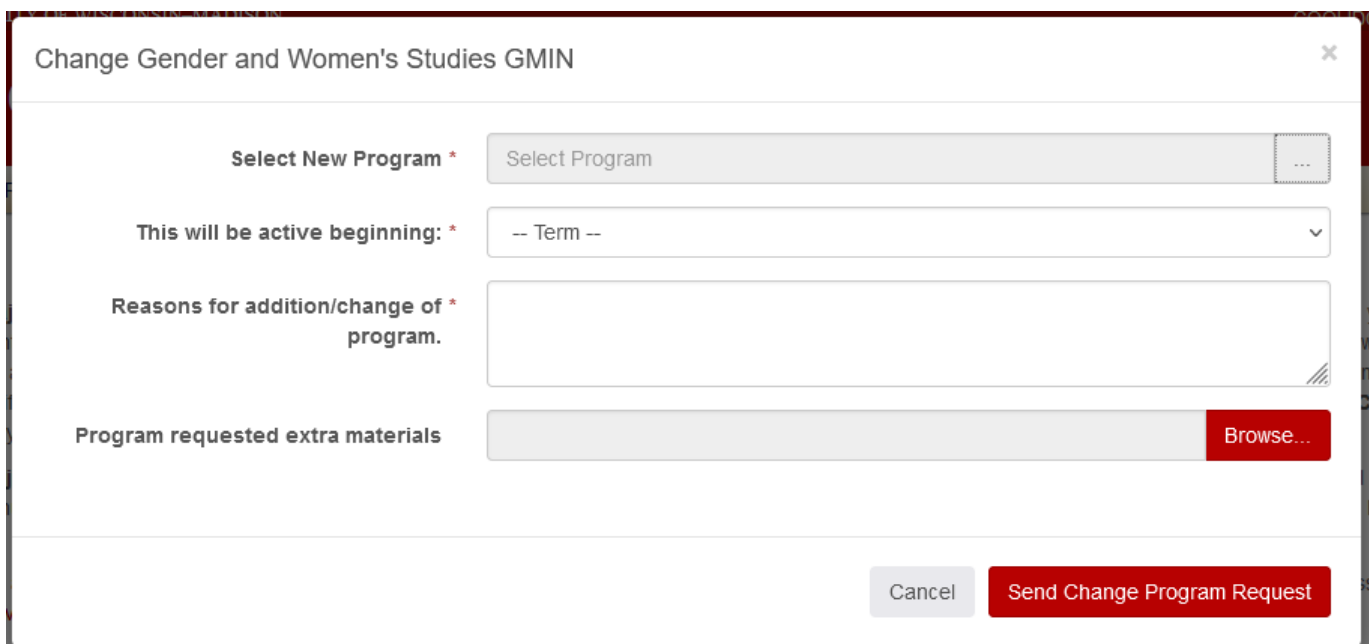
Have you taken the preliminary PhD \* exam in your current program? ☐ Yes ☒ No

Is this a joint or double degree? ☐ Yes ☐ No

Reasons for addition/change of \* program.

Program requested extra materials

Add and Change Degree/Major windows include fields related to the program being added or changed. The window for adding/changing a certificate or minor is very similar, with slightly fewer fields. The joint degree question is required when adding a program that is the same type as an existing program (for example, adding a Master's program if already enrolled in a Master's program).



**Change Gender and Women's Studies GMIN**

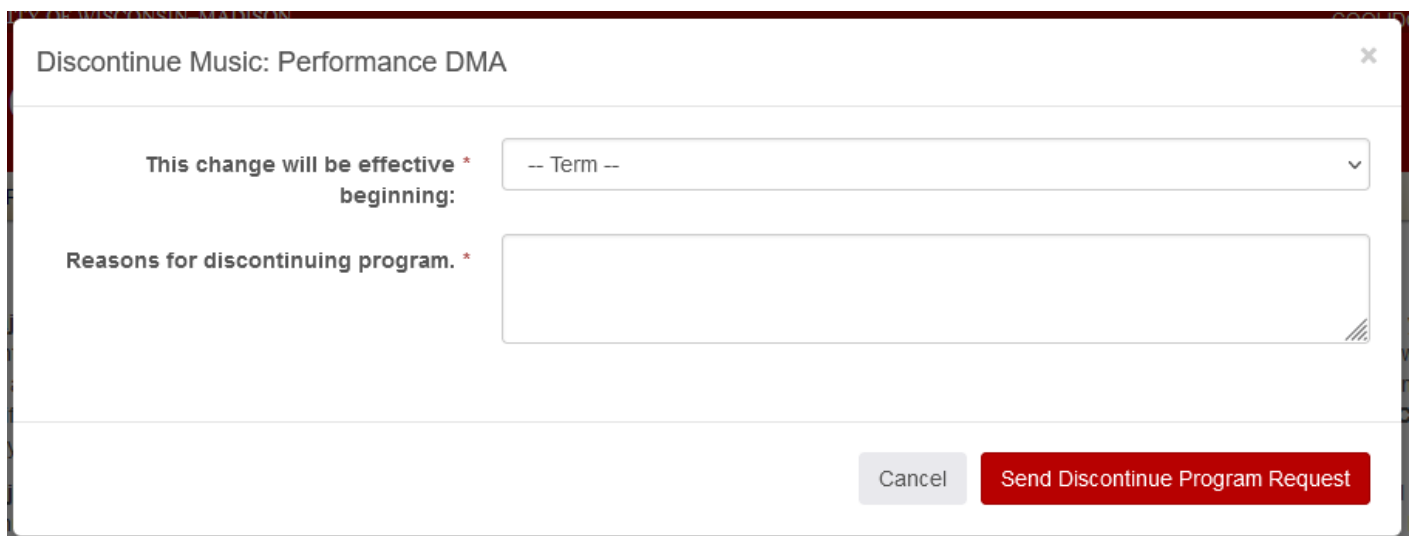
Select New Program \*

This will be active beginning: \*

Reasons for addition/change of \* program.

Program requested extra materials

The Add and Change Minor windows have questions regarding the new program and reason for change if applicable.



Discontinue Music: Performance DMA

This change will be effective \* beginning: -- Term --

Reasons for discontinuing program. \*

Cancel Send Discontinue Program Request

The Discontinue window includes information on the effective term and reason for discontinuing. It looks the same for all program types.

Fill out the fields and click the “Send ...” button to complete the initial request workflow as the student. The request should show up as “In Review” in the Requests section on the Add/Change Programs page.