**Adding the UW Principal Certificate**

If you are currently enrolled in a UW graduate program and have been admitted to the Principal Certificate program, you must complete a [**Change of Major Form**](http://www.uwyo.edu/uwgrad/_files/docs/ChangeMajor.doc) form to add the certificate to your program.

**Directions for Completing the** [**Change of Major Form**](http://www.uwyo.edu/uwgrad/_files/docs/ChangeMajor.doc)**:**

1. Complete the top part of form including your W#. Be sure to sign.

2. Under “What would you like to do?” – check the box next to “Add a certificate program.”

3. Under “Current Information” add the following:

a. UW College: Select ‘Education’ from the drop down menu

b. Degree: Check “other” and type your current degree title (MA, EdD, or PhD)

c. Major: Type in your major

d. Minor: Type in a minor if you have one

e. Option/Concentration: Type your current concentration

4. Under “New Information” add the following:

a. UW College: Select “Education” from the drop down menu

b. Degree: leave blank

c. Major: leave blank

d. Minor: leave blank

e. Option/Concentration: Type in “Add principal certificate”

After you have completed the form, send it to your advisor/chair. He/she will forward it to Tiffany Le Gal at tlegal@uwyo.edu to collect signatures and turn it into the registrar’s office for processing.