



Approved Program of Study

Audience: Approved Program of Study Graduate Students

Purpose: This document provides step-by-step instructions for Graduate Students applying for an Approved Program of Study in RamPortal.

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ACCESSING THE FORM

1. Log in to [RamPortal](#).
2. Navigate to the Student Links Card and find the link for the **Approved Program of Study. (Fig 1)**

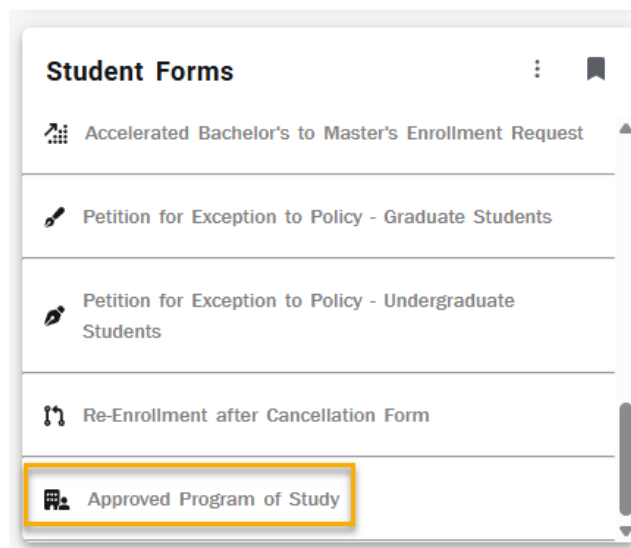


Fig 1

3. Your RamNet ID, first name, middle name, and last name should be automatically pre-populated. If not, please close the form and try accessing it again.



FILLING OUT THE APPLICATION

1. Select the **Certification Area** and **Certification Pursued** from the provided dropdown menus (Fig 2).

Student Information

EMPLID *
9999999

First Name: RAMMIE Middle Name: S... Last Name: ...

Email: ...@WCUPA.EDU Phone: Cell: ... Phone: Home: ...

Certification Area *
[Dropdown menu]

Certification Pursued *
[Dropdown menu]

Fig 2

Note: Depending on the certification area selected, additional prompts or extra criteria requirements may appear dynamically on the form.

UPLOADS AND SUBMISSION

1. **Ethics Module:** If your program requires it, the area to upload your ethics module documents will display. Please upload all forms as four separate PDFs.
2. **Select Attach File** (Fig 3)

Click [HERE](#) for Ethics Module Requirements.

Teacher Ethics Module (0)

Please upload required Ethics Module documents: Preassessment, Knowledge Check, Final Assessment, and Printed Final Grade Screen.*

[Attach File](#)

Fig 3

3. Browse to the location of the file on your computer (Fig 4).
4. Select the file and click **OPEN** (Fig 4).

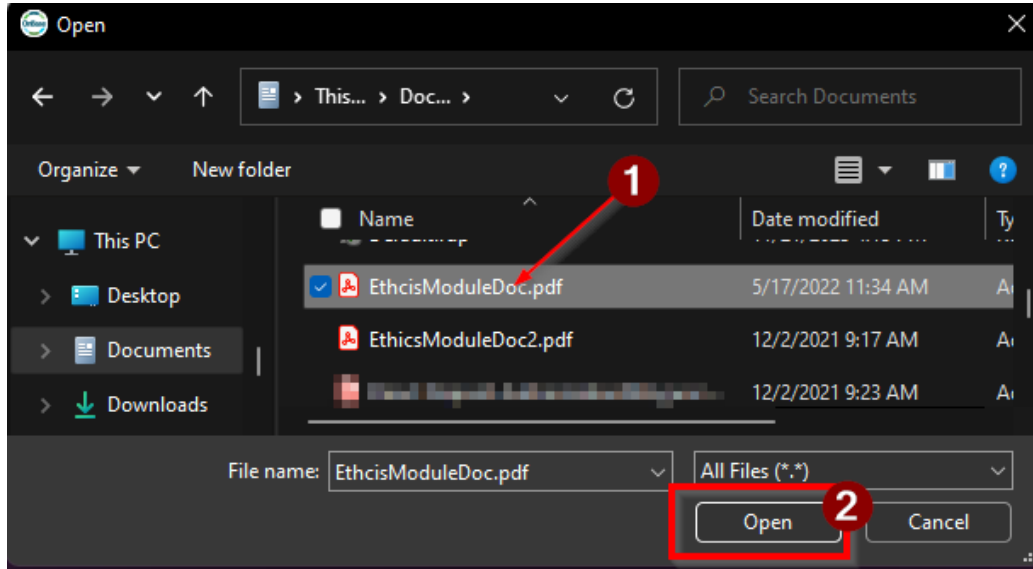


Fig 4

5. Once attached, the screen will say “Pending” until the form is submitted (Fig 5).
6. You may attach additional transcripts by selecting Attach Documents again (Fig 5).

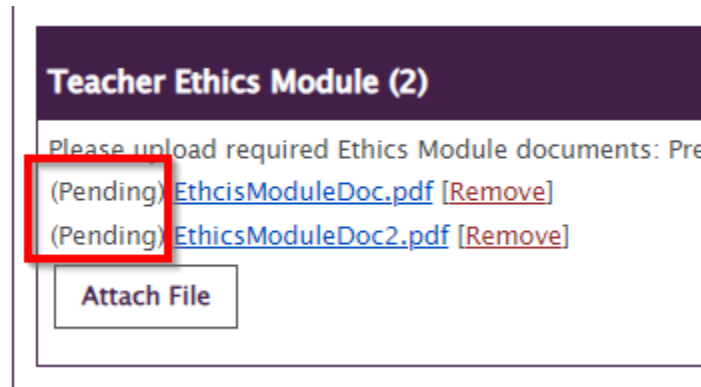


Fig 5

7. **Attestations:** Read and agree to all required candidate attestations.
8. **Signature:** Digitally sign the document and click **Submit**.
9. **A notification will be sent to your campus email address once submitted**

For additional assistance, [submit a ticket for support](#).