



How to Submit an Academic Progress Pre-Plan Survey via RamPortal

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Undergraduate students on any type of academic probation or warning are requested to fill out the Academic Progress Pre-Plan Survey via their RamPortal account. This will connect the student with their advisor to create a plan for academic success.

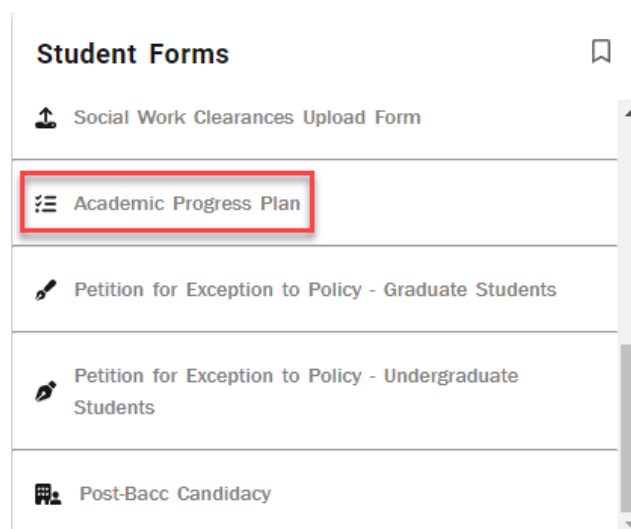
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NAVIGATION -

- Log into RamPortal – ramportal.wcupa.edu
- Locate the **Student Forms** card. For help with finding cards, visit [Home Page Navigation: A Guide to the RamPortal Home Page](#).
- You will find the “**Academic Progress Plan**” link.



SUBMIT SURVEY

- Click on that link to open the **“Academic Pre-Plan Survey”**



The screenshot shows the top of the survey page. On the left is the WCU West Chester University logo. To the right of the logo, the title "Academic Progress Pre-Plan Survey" is displayed. Below the title is a dark purple horizontal bar with the text "Student Information" in white.

- You will notice your ID, First Name, Last Name, and Email address pre-populate.



This screenshot shows the "Student Information" section of the survey. It contains four pre-populated fields: "ID" (with a blacked-out value), "First Name" (with a blacked-out value), "Last Name" (with a blacked-out value), and "Email" (with a blacked-out value followed by "@WCUPA.EDU").

- Please indicate if you are a student athlete and/or engaged in military service.



This screenshot shows two questions with radio button options. The first question is "Student Athlete*" with "Yes" and "No" options. An orange arrow points to the "Yes" option. The second question is "Military Service" with "Yes" and "No" options. An orange arrow points to the "No" option.

- You are then given the ability to indicate any **“Challenges that Impacted Success”**; you can indicate as many as you would like from the following areas.

Challenges That Impacted Success

Please select all that apply:

Academic Challenges

Technical/System Challenges

Policy Challenges

Personal Challenges

Interpersonal Challenges

Covid-19 Related Challenges

- There is also an **“other”** box at the bottom of the form; when checked, it will give you a text box to write any additional challenge you may have faced that was not covered on the form.

☒ Other

Other Description *

- Upon completion of your form, press the **“Submit”**

Submit

- You will know your form successfully submitted when you see this page in your browser:

Document Upload Successful

Please click the "Home" button on the myWCU bar to return to the student portal.

- Any issues with the form, please email: agrinwis@wcupa.edu.