



CHANGING, ADDING, OR DROPPING YOUR PROGRAM OF STUDY

Here's how to change, add, or drop your major of minor in Workday.

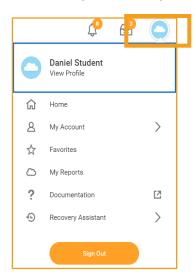
Note: If you have not picked a **Program of Study** yet, please follow the **Changing Your Program of Study** process to change your major from **Undecided** to your desired **Program of Study**.

CHANGING YOUR PROGRAM OF STUDY

STEP 1

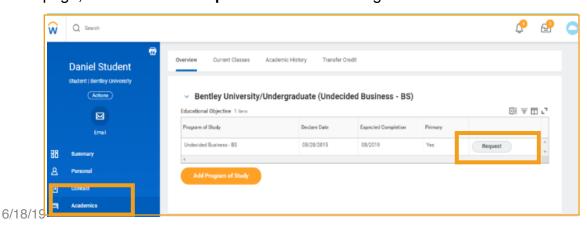
After logging in to Workday, click on the Cloud icon, and then select View Profile.

Note: If you have uploaded a profile picture, your photo may replace the **Cloud** icon.



STEP 2

If you are a student worker, you'll need to select your **Student** profile to bring up the **Academics** link. Choose the **Academics** link in the left column to see the **Summary** page, and then click **Request** to initiate a change.













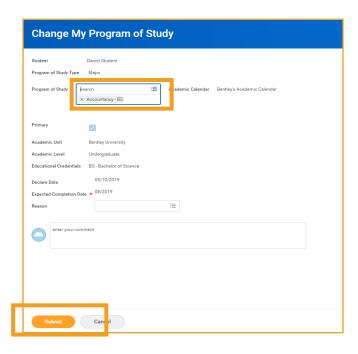






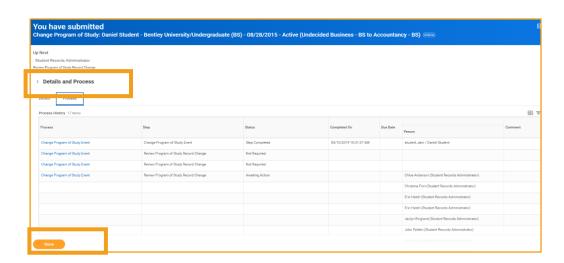
On the **Change My Program of Study** screen, choose your desired **Program of Study** from the drop-down menu and fill in the **Expected Completion Date** (if not already populated). Then click **Submit**.

Note: If you wish to apply to join the honors program, please consult the <u>university catalogue</u>. You cannot join the honors program through this process.



STEP 4

After you submit your request, you will see the **You have submitted** screen. Here you can track its progress under **Details and Progress**. When you're finished reviewing this information, click **Done** to exit this screen.











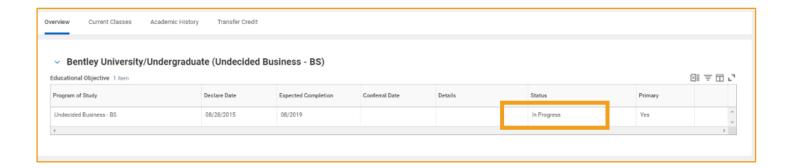






The Registrar's office approves or denies all **Change Program of Study** requests. While your request is being reviewed, the **Status** column will show **In Progress**. You may not make any additional changes to your Program of Study until your pending request is approved or denied.

Note: Workday will not prevent you from making an unapproved change of **Program of Study** request. Please see the university catalogue for major/minor exclusions.



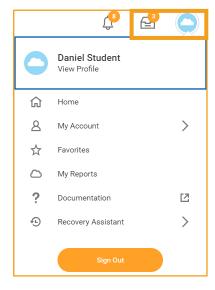
ADDING A PROGRAM OF STUDY

STEP 1

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After logging in to Workday, click on the **Cloud** icon, and then select **View Profile**.

Note: If you have uploaded a profile picture, your photo may replace the Cloud icon.

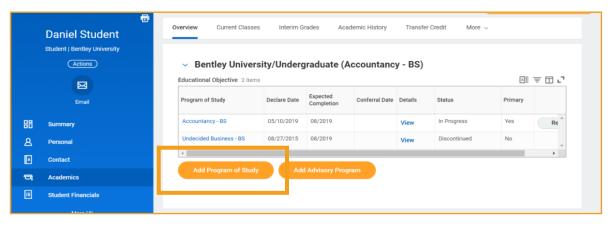




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Choose the **Academics** link on the left which will take you to the Summary page, and then click **Add Program Study**.

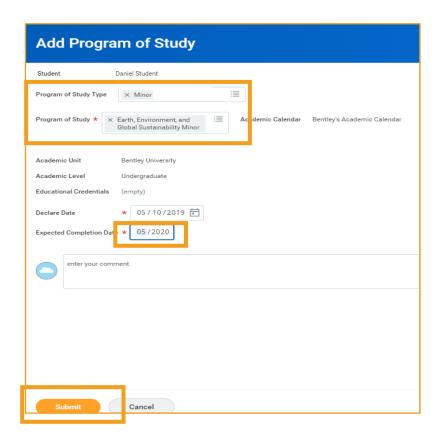
Note: If you wish to apply to join the honors program, please consult the <u>university catalogue</u>. You cannot join the honors program through this process.



STEP 3

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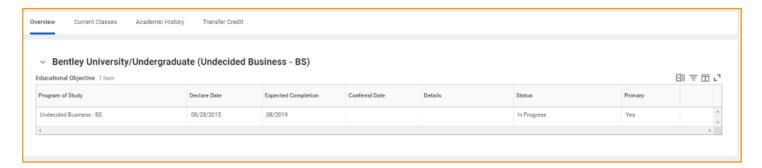
On the **Add Program of Study** page, choose the **Program of Study Type** from the dropdown menu. Enter your desired **Program of Study** and the **Expected Completion Date** (if not already populated), and then click **Submit**.



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The Registrar's office approves or denies all **Add Program of Study** requests. While your request is being reviewed, the **Status** column will show **In Progress**. You may not make any additional changes to your Program of Study until your pending request is approved or denied.

Note: Workday will not prevent you from making an unapproved change of Program of Study request. Please see the <u>university catalogue</u> for major/minor exclusions.



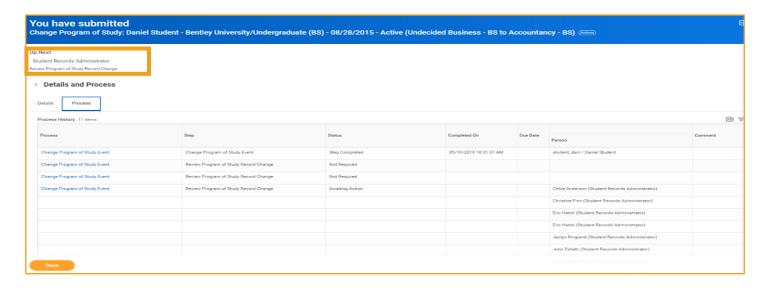
Note: If you wish to declare a Liberal Studies Major (LSM), this is a two-step process.

- 1. Follow the Adding A Program of Study process and declare an Optional Second Major.
- 2. After the Registrar's office approves that request, follow this process again to add your **Concentration**.

Note: If you declare an Arts & Science major, you will be automatically assigned a Business Studies *minor*. If you want Business Studies *major* instead, follow the **Changing A Program of Study** process and request to change the minor to a major.

STEP 5

After you submit your request, you will see the **You have submitted** screen, where you can track its progress under **Details and Progress**. When you're finished reviewing this information, click **Done** to exit this screen.















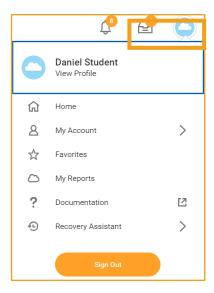


REMOVING A PROGRAM OF STUDY

STEP 1

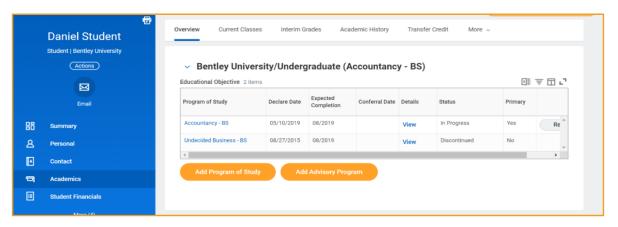
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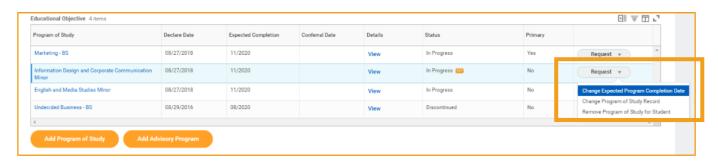
STEP 2

Choose the **Academics** link on the left which will take you to the **Summary** page.



STEP 3

Choose the **Program of Study** that you would like to drop, and click **Request**. Then select **Remove Program of Study for Student** from the drop-down menu.









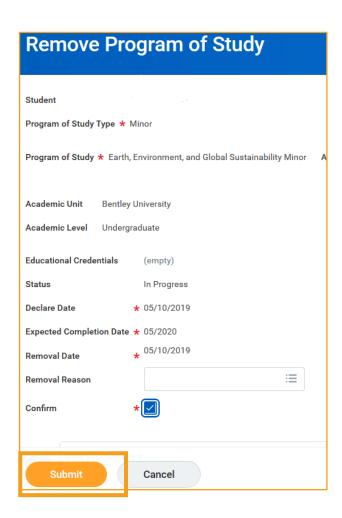








On the next page (based on the change you request), fill in the required information and click **Submit**. The Registrar's office monitors and approves or denies all **Remove Program of Study** and **Change Program Study** requests.



Important: You will not be able to remove your primary **Program of Study**; instead please follow the **Changing Your Program of Study** process to select your new major.













