

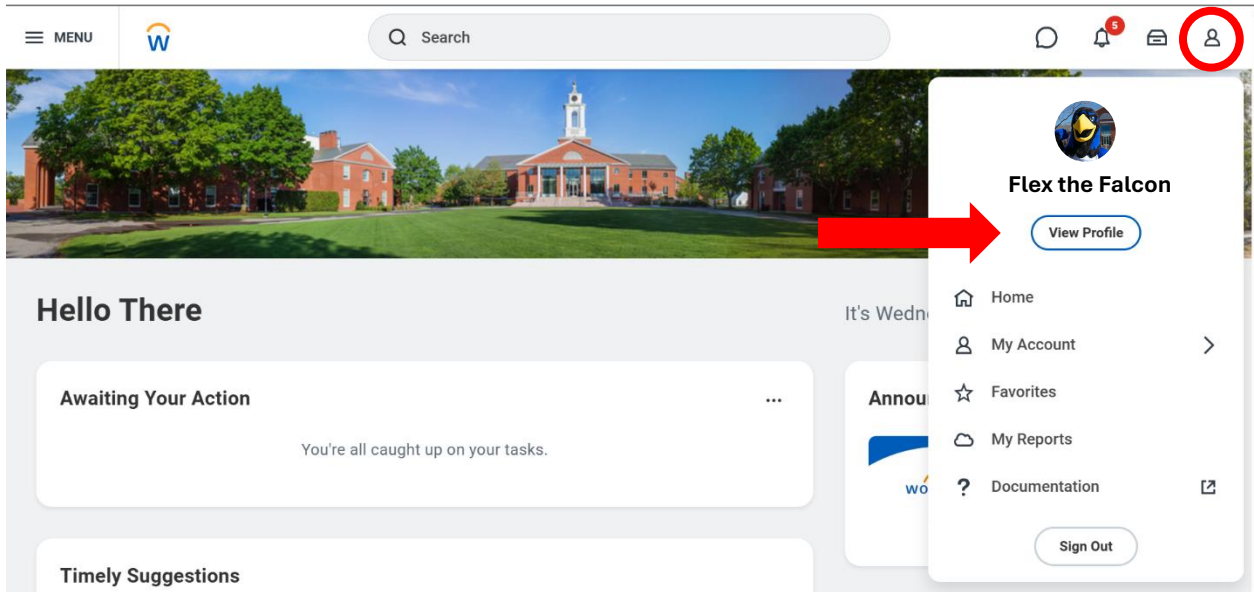
CHANGING YOUR PROGRAM OF STUDY IN WORKDAY

Navigating to Academic Overview Page

All program changes begin at the academic overview page

Step 1

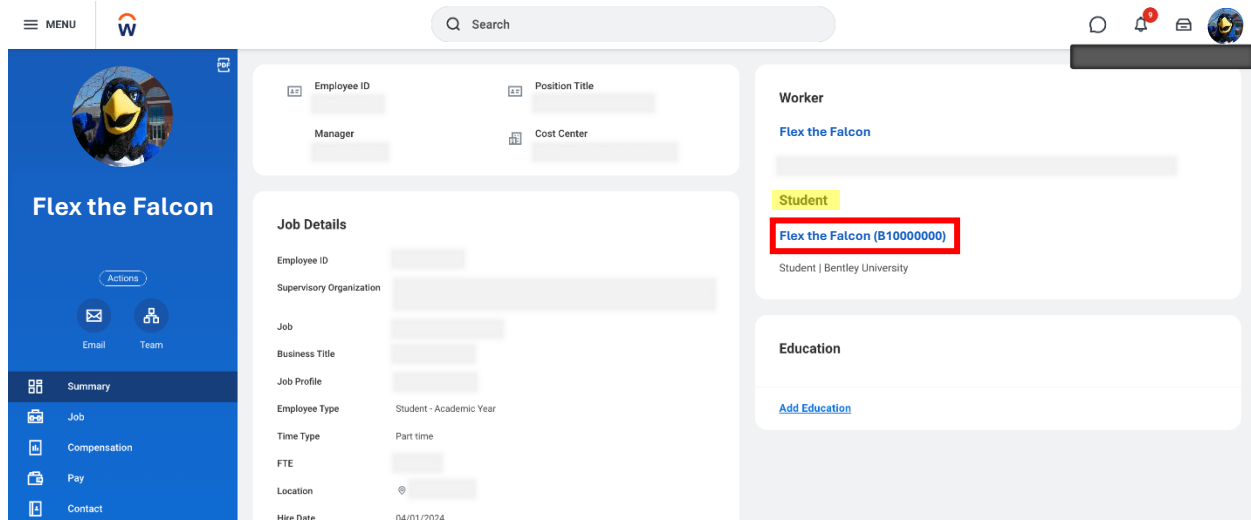
After logging into Workday, select the icon in the upper right corner and select **View Profile** below your name.



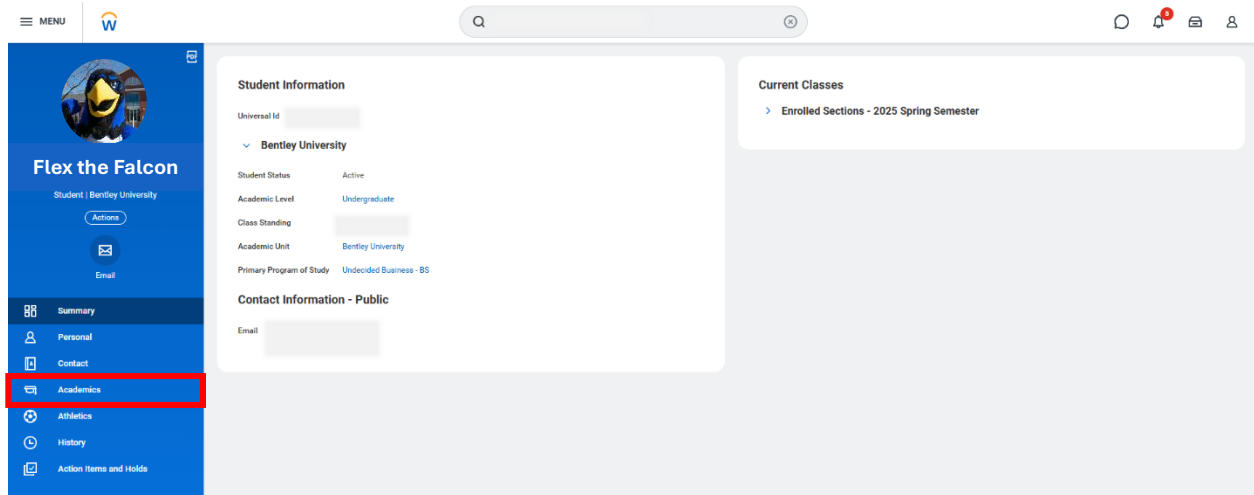
Step 2

If you are not a student employee at Bentley, you can skip this step.

Click on your hyperlinked name under the Student heading.



Select **Academics** from the left menu.



Updating Your Program of Study

- If you are looking to **remove** an additional major or minor, go to [Removing an Additional Major or Minor](#) on page 2.
- If you are looking to **add** an additional major or minor, go to [Adding an Additional Major or Minor](#) on page 5.
- If you are looking to **remove and add** programs of study or make **updates to your primary major**, go to [Making Multiple Changes to Program of Study and/or Updating Primary Major](#) on page 8.

NOTE: An additional program of study is something like an additional major and/or minors (essentially, a program that is **not** your primary or degree-bearing major).

Removing an Additional Major or Minor

Step 1

On your academic overview page, find the program of study that you no longer wish to continue.

The screenshot shows the Bentley University academic overview page for a student named 'Flex the Falcon'. The page displays a table of educational objectives. The 'Modern Languages - French Minor' is highlighted with a red box. The table has columns for Program of Study, Bundled Programs of Study, Declare Date, Expected Completion, Status, Primary, and a Request dropdown menu.

Program of Study	Bundled Programs of Study	Declare Date	Expected Completion	Status	Primary	Request
Finance - BS				In Progress	Yes	Request
	Business Administration Minor			In Progress	No	Request
	Modern Languages - French Minor			In Progress	No	Request
	Capital Markets Concentration			In Progress	No	Request

Step 2

To the right of the program to be discontinued, click **Request** and select **Remove Program of Study** from the dropdown.

The screenshot shows the Bentley University academic overview page for a student named 'Flex the Falcon'. The page displays a table of educational objectives. The 'Modern Languages - French Minor' is highlighted with a red box. The 'Request' dropdown menu is open, showing the 'Remove Program of Study' option. A red arrow points from the 'Request' button to the 'Remove Program of Study' option.

Program of Study	Bundled Programs of Study	Declare Date	Expected Completion	Status	Primary	Request
Finance - BS				In Progress	Yes	Request
	Business Administration Minor			In Progress	No	Request
	Modern Languages - French Minor			In Progress	No	Request
	Capital Markets Concentration			In Progress	No	Request

Step 3

On the confirmation page, check off the program(s) of study that you wish to remove.

You **do not** need to change the removal date, fill out the removal reason, or add a comment. Check the small box next to **Confirm** to indicate your consent to make these changes to your program of study.

Remove Program of Study

4 items

Select	Program of Study	Is Primary	Bundled With	Academic Calendar	Academic Unit	Academic Level	Educational Credential	Declare Date	*Expected Completion Date
<input type="checkbox"/>	Finance - BS	<input checked="" type="checkbox"/>		Bentley's Academic Calendar	Bentley University	Undergraduate	BS - Bachelor of Science	08/26/2024	04/29/2028
<input type="checkbox"/>	Business Administration Minor	<input type="checkbox"/>	Finance - BS	Bentley's Academic Calendar	Bentley University	Undergraduate		08/26/2024	04/29/2028
<input type="checkbox"/>	Capital Markets Concentration	<input type="checkbox"/>	Finance - BS	Bentley's Academic Calendar	Bentley University	Undergraduate		10/29/2024	04/29/2028
<input checked="" type="checkbox"/>	Modern Languages - French Minor	<input type="checkbox"/>	Finance - BS	Bentley's Academic Calendar	Bentley University	Undergraduate		04/05/2025	04/29/2028

Removal Date * 04/25/2025

Removal Reason

Confirm * ☒

Step 4

Click **Submit** once you have selected/unselected the programs you no longer wish to pursue. The request will go to the Registrar's Office for processing. This can generally take up to a week but may be longer during peak times such as registration.

You will notice that the **Request** button no longer appears on your academic profile. You will not be able to make further requests to add, change, or drop a program of study until your initial request has been processed by the Registrar's office.

What happens when my request is processed?

You will see the updates to your program of study in Workday first. Updates in Workday are fed into DegreeWorks once a day as DegreeWorks typically updates daily around 5-6am. Make sure you are selecting **Process New** at the top of the page.

Adding an Additional Major or Minor

REMEMBER: Before you decide to add a program of study, ensure that you are checking the Major/Minors exclusions list in the catalog as some major and minor pairings aren't permitted.

Step 1

On your Academic Overview page, select the **Add Program of Study** button under the table.

The screenshot shows the Bentley University Academic Overview page. The left sidebar contains navigation links: Summary, Personal, Contact, Academics, History, and Action Items and Holds. The main content area displays the student's current programs of study. A table titled 'Educational Objective' lists four items: Finance - BS, Financial Planning Concentration, Business Administration Minor, and Undecided Business - BS. The 'Add Program of Study' button is highlighted with a red box.

Program of Study	Bundled Programs of Study	Declare Date	Expected Completion	Status	Primary	Action
Finance - BS				In Progress	Yes	Request
	Financial Planning Concentration			In Progress	No	Request
	Business Administration Minor			In Progress	No	Request
Undecided Business - BS				Discontinued	No	

Step 2

On the following page focus on the bottom table titled **Add Programs of Study**.

Step 3

If you are adding more than one new program of study (such as multiple minors, a new concentration, etc.), select the plus button in the top left of the table to add a row for each new program of study.

The screenshot shows the 'Add Program of Study' page. The top section contains a message: 'Once your Program of Study is approved you will receive a notification. You may view your degree audit after the approval to view the changes.' Below this, the student's current programs of study are listed. The bottom section, titled 'Add Programs of Study', contains a table with a plus button in the top left corner, which is highlighted with a red box.

Program of Study	Is Primary	Bundled With	Academic Calendar	Academic Unit	Academic Level	Educational Credential	Declare Date	*Expected Completion Date
Business Administration Minor	<input type="checkbox"/>	Finance - BS	Bentley's Academic Calendar	Bentley University	Undergraduate			04/29/2027
Financial Planning Concentration	<input type="checkbox"/>	Finance - BS	Bentley's Academic Calendar	Bentley University	Undergraduate			04/29/2027
Finance - BS	<input checked="" type="checkbox"/>		Bentley's Academic Calendar	Bentley University	Undergraduate	BS - Bachelor of Science		04/29/2027

New Program of Study	Is Primary	Bundled With	Academic Calendar	Academic Unit	Academic Level	Educational Credential	*Expected Completion Date
<input type="text"/>	<input type="checkbox"/>						

Step 4

To add your new program of study click an empty box to open a drop-down menu.

Select **Program of Study Type**. Depending on what new program you are declaring, select the appropriate program type (i.e., **Additional Major, Minor, Concentration, etc.**).

Once you select the appropriate program type, scroll through the list (which is in alphabetical order) until you find your desired program. Select the program you wish to add by clicking it.

Add Program of Study

Once your Program of Study is approved you will receive a notification. You may view your degree audit after the approval to view the changes.

Student Flex the Falcon (B1000000)

3 items

Program of Study	Is Primary	Bundled With	Academic Calendar	Academic Unit	Academic Level	Educational Credential	Declare Date	*Expected Completion Date
Business Administration Minor	<input type="checkbox"/>	Finance - BS	Bentley's Academic Calendar	Bentley University	Undergraduate			04/29/2027
Financial Planning Concentration	<input type="checkbox"/>	Finance - BS	Bentley's Academic Calendar	Bentley University	Undergraduate			04/29/2027
Finance - BS	<input checked="" type="checkbox"/>		Bentley's Academic Calendar	Bentley University	Undergraduate	BS - Bachelor of Science		04/29/2027

Below the table, there is a section for 'Add Programs of Study' with a dropdown menu for 'Program of Study Type' and a search bar. A red box highlights the dropdown menu, and another red box highlights the 'Minor' list that appears after selection.

Step 5

Fill in the **Expected Completion Date** at the end of the row for each new program you want to add. This date should match the date listed in the same column in the table at the top of the page.

NOTE: If this date doesn't align with when you actually intend to graduate that's okay! The dates need to match in order to be able to submit the request.

Add Program of Study

Once your Program of Study is approved you will receive a notification. You may view your degree audit after the approval to view the changes.

Student Flex the Falcon (B1000000)

3 items

Program of Study	Is Primary	Bundled With	Academic Calendar	Academic Unit	Academic Level	Educational Credential	Declare Date	*Expected Completion Date
Business Administration Minor	<input type="checkbox"/>	Finance - BS	Bentley's Academic Calendar	Bentley University	Undergraduate			04/29/2027
Financial Planning Concentration	<input type="checkbox"/>	Finance - BS	Bentley's Academic Calendar	Bentley University	Undergraduate			04/29/2027
Finance - BS	<input checked="" type="checkbox"/>		Bentley's Academic Calendar	Bentley University	Undergraduate	BS - Bachelor of Science		04/29/2027

Below the table, there is a section for 'Add Programs of Study' with a dropdown menu for 'New Program of Study' and a search bar. A red box highlights the dropdown menu, and another red box highlights the 'Marketing Minor' list that appears after selection. A yellow arrow points to the 'Expected Completion Date' field in the table, which is highlighted in yellow.

Step 6

Once you have added all of your new programs of study, hit submit.

You **do not** need to change the declare date or add a comment. The request will go to the Registrar's Office for processing. This can generally take up to a week but may be longer during peak times such as registration.

You will notice that the **Request** button no longer appears on your academic profile. You will not be able to make further requests to add, change, or drop a program of study until your initial request has been processed by the Registrar's office.

What happens when my request is processed?

You will see the updates to your program of study in Workday first. Updates in Workday are fed into DegreeWorks once a day as DegreeWorks typically updates daily around 5-6am. Make sure you are selecting **Process New** at the top of the page.

Making Multiple Changes to Program of Study and/or Updating Primary Major

REMEMBER: Before you decide to add a program of study, ensure that you are checking the Major/Minors exclusions list in the catalog as some major and minor pairings aren't permitted.

Step 1

On your Academic Overview page, find the row that lists your primary major (or Undecided if you have not declared your major yet), click the **Request** button at the end of the row of the program.

Overview | Current Classes | Interim Grades | Academic History | Earned Credit by Type | Academic Progress | External Records | Honors and Awards | Student Cohort History | Plan

▼ Bentley University/Undergraduate (Business Administration Minor/Undecided Business - BS)

Student Flex the Falcon (B1000000)

Institution Bentley University

Educational Objective 2 items

Program of Study	Bundled Programs of Study	Declare Date	Expected Completion	Status	Primary	
Undecided Business - BS					Yes	Request
Business Administration Minor				In Progress		

Add Program of Study | Add Advisory Program

Step 2

On the following page focus on the bottom table titled **Change Programs of Study**.

Step 3

If you need to update or declare your primary major, do this first and then all other programs can be adjusted as needed.

Step 4

To change a program already listed (including **Undecided** if you are going to be declaring your primary major), find the program in the **New Program of Study** column that you are removing and then click the small X to delete it.

Change My Program of Study

Student Flex the Falcon

2 items

Current Programs of Study

Program of Study	Is Primary	Bundled With	Academic Calendar	Academic Unit	Academic Level	Educational Credential	Declare Date	*Expected Completion Date
Undecided Business - BS	<input checked="" type="checkbox"/>		Bentley's Academic Calendar	Bentley University	Undergraduate	BS - Bachelor of Science	08/26/2024	04/29/2028
Business Administration Minor	<input type="checkbox"/>	Undecided Business - BS	Bentley's Academic Calendar	Bentley University	Undergraduate		08/26/2024	04/29/2028

Change Programs of Study 2 items

New Program of Study	Is Primary	Bundled With	Academic Calendar	Academic Unit	Academic Level	Educational Credential	*Expected Completion Date
Undecided Business - BS	<input checked="" type="checkbox"/>		Bentley's Academic Calendar	Bentley University	Undergraduate	BS - Bachelor of Science	04/29/2028
Business Administration Minor	<input type="checkbox"/>	Undecided Business - BS	Bentley's Academic Calendar	Bentley University	Undergraduate		04/29/2028

Change Programs of Study 2 items

New Program of Study	Is Primary	Bundled With	Academic Calendar	Academic Unit	Academic Level	Educational Credential	*Expected Completion Date
	<input type="checkbox"/>						04/29/2028
Business Administration Minor	<input type="checkbox"/>	Undecided Business - BS	Bentley's Academic Calendar	Bentley University	Undergraduate		04/29/2028

Step 5

To add your new program of study, click the now empty box which will then show you a drop down. Select **Program of Study Type**. Depending on what new program you are declaring, select the appropriate program type (i.e., **Major**, **Additional Major**, **Minor**, **Concentration**, etc.).

NOTE: If you are declaring an additional Business Administration major, after selecting **Program of Study Type**, select **Optional Second Major** from the dropdown. Be sure to remove your Business Administration minor (see step 8)!

Change My Program of Study

The screenshot shows the 'Change My Program of Study' interface for a student named Flex the Falcon (B1000000). The interface includes a table of current programs of study and a section for adding new programs. The 'Program of Study Type' dropdown is highlighted with a red box, and the 'Major' dropdown is also highlighted with a red box. Arrows indicate the flow from the 'Program of Study Type' dropdown to the 'Major' dropdown.

Program of Study	Is Primary	Bundled With	Academic Unit
Undecided Business - BS	<input checked="" type="checkbox"/>		Bentley University
Business Administration Minor	<input type="checkbox"/>	Undecided Business - BS	Bentley University

Change Programs of Study: 2 items

New Program of Study	Is Primary	Bundled With	Academic Calendar	Academic Unit	Academic Level	Educational Credential	Declare Date	*Expected Completion Date
<input type="text" value="Search"/>	<input type="checkbox"/>	<input type="text" value="Undecided Business - BS"/>	Bentley's Academic Calendar	Bentley University	Undergraduate	BS - Bachelor of Science	08/26/2024	04/29/2028

Step 6

Repeat steps 4-5 as many times as necessary to remove and then add a program of study.

Step 7

Workday uses **bundling** to pairs minors and concentrations with a major in the system.

As you make updates to your program(s) of study, you need to ensure that the **bundling** of your programs is accurate to your primary major and additional major (if applicable).

Similar to removing and then adding a program of study in a row that already existed, Identify the rows that have your **old major** (or **Undecided**) listed in the **Bundled With** column and then click the small X to delete it. Click the now empty box to get a drop-down menu which will then show you the appropriate major to bundle your new program with.

Change My Program of Study

The screenshot shows the 'Change My Program of Study' interface for a student named Flex the Falcon (B1000000). The interface includes a table of current programs of study and a section for adding new programs. The 'Business Law - BS' program is highlighted with a blue box, and the 'Business Administration Minor' program is highlighted with a blue box. The 'Undecided Business - BS' program is highlighted with a blue box. Arrows indicate the flow from the 'Business Law - BS' program to the 'Business Administration Minor' program and then to the 'Undecided Business - BS' program.

Program of Study	Is Primary	Bundled With	Academic Calendar	Academic Unit	Academic Level	Educational Credential	Declare Date	*Expected Completion Date
Undecided Business - BS	<input checked="" type="checkbox"/>		Bentley's Academic Calendar	Bentley University	Undergraduate	BS - Bachelor of Science	08/26/2024	04/29/2028
Business Administration Minor	<input type="checkbox"/>	Undecided Business - BS	Bentley's Academic Calendar	Bentley University	Undergraduate		08/26/2024	04/29/2028

Change Programs of Study: 2 items

New Program of Study	Is Primary	Bundled With	Academic Calendar	Academic Unit	Academic Level	Educational Credential	*Expected Completion Date
<input type="text" value="X Business Law - BS"/>	<input type="checkbox"/>		Bentley's Academic Calendar	Bentley University	Undergraduate	BS - Bachelor of Science	04/29/2028
<input type="text" value="X Business Administration Minor"/>	<input type="checkbox"/>	<input type="text" value="X Undecided Business - BS"/>	Bentley's Academic Calendar	Bentley University	Undergraduate		04/29/2028

Change Programs of Study 2 items

New Program of Study	Is Primary	Bundled With	Academic Calendar	Academic Unit	Academic Level	Educational Credential	*Expected Completion Date
Business Law - BS	<input type="checkbox"/>		Bentley's Academic Calendar	Bentley University	Undergraduate	BS - Bachelor of Science	04/29/2028
Business Administration Minor	<input type="checkbox"/>		Bentley's Academic Calendar	Bentley University	Undergraduate		04/29/2028

Change Programs of Study 2 items

New Program of Study	Is Primary	Bundled With	Academic Calendar	Academic Unit	Academic Level	Educational Credential	*Expected Completion Date
Business Law - BS	<input type="checkbox"/>	Business Law - BS	Bentley's Academic Calendar	Bentley University	Undergraduate	BS - Bachelor of Science	04/29/2028
Business Administration Minor	<input type="checkbox"/>	Search	Bentley's Academic Calendar	Bentley University	Undergraduate		04/29/2028

Step 8

If you are done updating your programs of study, you can skip to step 10.

If you still have other programs to add, you may need to add rows. To do this, select the plus button in the top left of the table. If you need to add more than one row, you may need to select this button multiple times.

Change My Program of Study

Student Flex the Falcon (B1000000)

2 items

Program of Study	Is Primary	Bundled With	Academic Calendar	Academic Unit	Academic Level	Educational Credential	Declare Date	*Expected Completion Date
Undecided Business - BS	<input checked="" type="checkbox"/>		Bentley's Academic Calendar	Bentley University	Undergraduate	BS - Bachelor of Science	08/26/2024	04/29/2028
Business Administration Minor	<input type="checkbox"/>	Undecided Business - BS	Bentley's Academic Calendar	Bentley University	Undergraduate		08/26/2024	04/29/2028

Change Programs of Study 3 items

New Program of Study	Is Primary	Bundled With	Academic Calendar	Academic Unit	Academic Level	Educational Credential	*Expected Completion Date
	<input type="checkbox"/>						MM/DD/YYYY
Undecided Business - BS	<input checked="" type="checkbox"/>		Bentley's Academic Calendar	Bentley University	Undergraduate	BS - Bachelor of Science	04/29/2028
Business Administration Minor	<input type="checkbox"/>	Undecided Business - BS	Bentley's Academic Calendar	Bentley University	Undergraduate		04/29/2028

You will want to select **Program of Study Type**. Depending on what new program you are declaring, you will select the appropriate program type (i.e., **Additional Major, Minor, Concentration**, etc.).

Since this is a new row and a new program of study, it will automatically be bundled with your new primary major (if you updated it) or your current primary major (if you didn't decide to update it).

Change My Program of Study

Student Flex the Falcon (B1000000)

2 items

Program of Study	Is Primary	Bundled With	Academic Calendar	Academic Unit	Academic Level	Educational Credential	Declare Date	*Expected Completion Date
Undecided Business - BS	<input checked="" type="checkbox"/>		Bentley's Academic Calendar	Bentley University	Undergraduate	BS - Bachelor of Science		04/29/2028
Business Administration Minor	<input type="checkbox"/>	Undecided Business - BS	Bentley's Academic Calendar	Bentley University	Undergraduate			04/29/2028

Change Programs of Study 3 items

New Program of Study	Is Primary	Bundled With	Academic Calendar	Academic Unit	Academic Level	Educational Credential	*Expected Completion Date
Accounting Minor	<input type="checkbox"/>	Business Law - BS	Bentley's Academic Calendar	Bentley University	Undergraduate		MM/DD/YYYY
Business Law - BS	<input type="checkbox"/>		Bentley's Academic Calendar	Bentley University	Undergraduate	BS - Bachelor of Science	04/29/2028
Business Administration Minor	<input type="checkbox"/>	Business Law - BS	Bentley's Academic Calendar	Bentley University	Undergraduate		04/29/2028

If you need to remove a row, click the minus bottom in the left most column of that row. This can be a way to remove any unneeded rows you may have added, but it is also a way to remove a program of study when you don't intend to take up another program in its place (for example, dropping a minor and not picking up another minor),


Change My Program of Study

Student Flex the Falcon (B1000000)

2 items

Current Programs of Study								
Program of Study	Is Primary	Bundled With	Academic Calendar	Academic Unit	Academic Level	Educational Credential	Declare Date	*Expected Completion Date
Marketing - BS	<input checked="" type="checkbox"/>		Bentley's Academic Calendar	Bentley University	Undergraduate	BS - Bachelor of Science		04/29/2028
Business Administration Minor	<input type="checkbox"/>	Marketing - BS	Bentley's Academic Calendar	Bentley University	Undergraduate			04/29/2028

Change Programs of Study 3 items

New Program of Study	Is Primary	Bundled With	Academic Calendar	Academic Unit	Academic Level	Educational Credential	*Expected Completion Date
 X History Minor ...	<input type="checkbox"/>	X Marketing - BS ...	Bentley's Academic Calendar	Bentley University	Undergraduate		04/29/2028
X Marketing - BS ...	<input checked="" type="checkbox"/>		Bentley's Academic Calendar	Bentley University	Undergraduate	BS - Bachelor of Science	04/29/2028
X Business Administration Minor ...	<input type="checkbox"/>	X Marketing - BS ...	Bentley's Academic Calendar	Bentley University	Undergraduate		04/29/2028

Step 9

You need to ensure the **Expected Completion Date** at the end of each row is filled in. This date should match the date listed in the same column in the table at the top of the page.

NOTE: If this date doesn't align with when you actually intend to graduate that's okay! The dates need to match in order to be able to submit the request.


Change Program of Study Record

Student Flex the Falcon (B1000000)

2 items

Current Programs of Study								
Program of Study	Is Primary	Bundled With	Academic Calendar	Academic Unit	Academic Level	Educational Credential	Declare Date	*Expected Completion Date
Undecided Business - BS	<input checked="" type="checkbox"/>		Bentley's Academic Calendar	Bentley University	Undergraduate	BS - Bachelor of Science		04/29/2028
Business Administration Minor	<input type="checkbox"/>	Undecided Business - BS	Bentley's Academic Calendar	Bentley University	Undergraduate			04/29/2028


Change Programs of Study 3 items

New Program of Study	Is Primary	Bundled With	Academic Calendar	Academic Unit	Academic Level	Educational Credential	*Expected Completion Date
 X Accounting Minor ...	<input type="checkbox"/>	X Business Law - BS ...	Bentley's Academic Calendar	Bentley University	Undergraduate		04/29/2028
X Business Law - BS ...	<input type="checkbox"/>		Bentley's Academic Calendar	Bentley University	Undergraduate	BS - Bachelor of Science	04/29/2028
X Business Administration Minor ...	<input type="checkbox"/>	X Business Law - BS ...	Bentley's Academic Calendar	Bentley University	Undergraduate		04/29/2028

Step 10

Make sure that the small box next to your primary major is checked off! This lets Workday know it is your degree-bearing major.

Change Programs of Study 3 items

New Program of Study	Is Primary	Bundled With	Academic Calendar	Academic Unit	Academic Level	Educational Credential	*Expected Completion Date
 X Accounting Minor ...	<input type="checkbox"/>	X Business Law - BS ...	Bentley's Academic Calendar	Bentley University	Undergraduate		04/29/2028
X Business Law - BS ...	<input checked="" type="checkbox"/>		Bentley's Academic Calendar	Bentley University	Undergraduate	BS - Bachelor of Science	04/29/2028
X Business Administration Minor ...	<input type="checkbox"/>	X Business Law - BS ...	Bentley's Academic Calendar	Bentley University	Undergraduate		04/29/2028

Step 11

Once you have made all your changes to your programs of study hit submit.

You **do not** need to add a reason or add a comment. The request will go to the Registrar's Office for processing. This can generally take up to a week but may be longer during peak times such as registration.

You will notice that the **Request** button no longer appears on your academic profile. You will not be able to make further requests to add, change, or drop a program of study until your initial request has been processed by the Registrar's office.

What happens when my request is processed?

You will see the updates to your program of study in Workday first. Updates in Workday are fed into DegreeWorks once a day as DegreeWorks typically updates daily around 5-6am. Make sure you are selecting **Process New** at the top of the page.