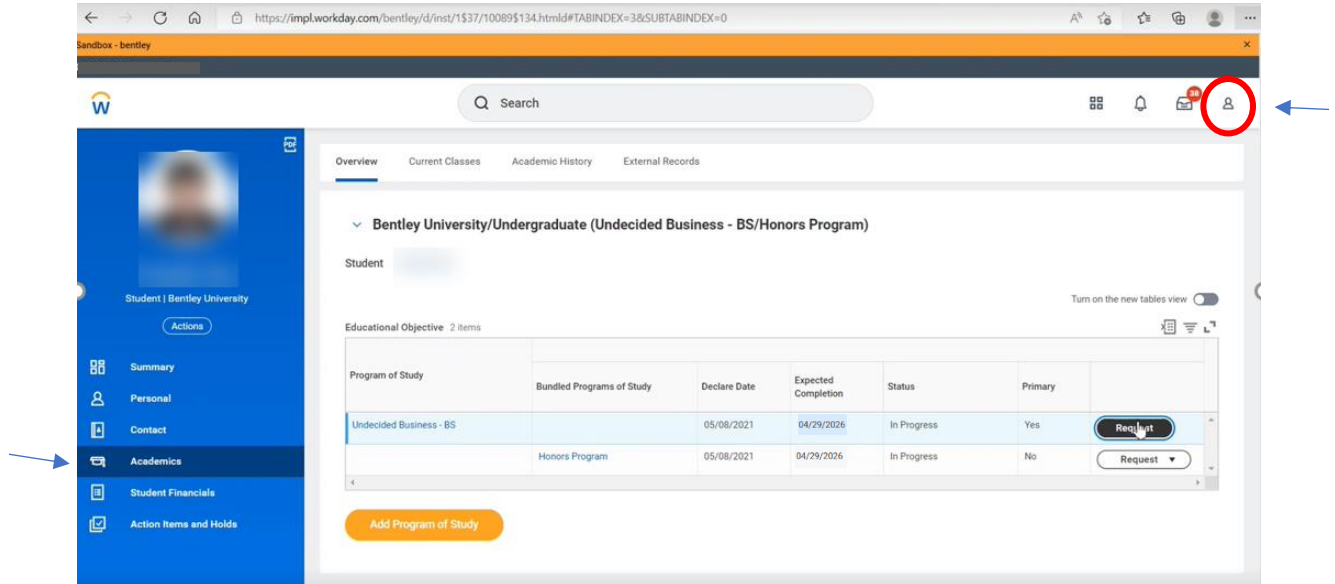# How to Change your Program of Study in Workday
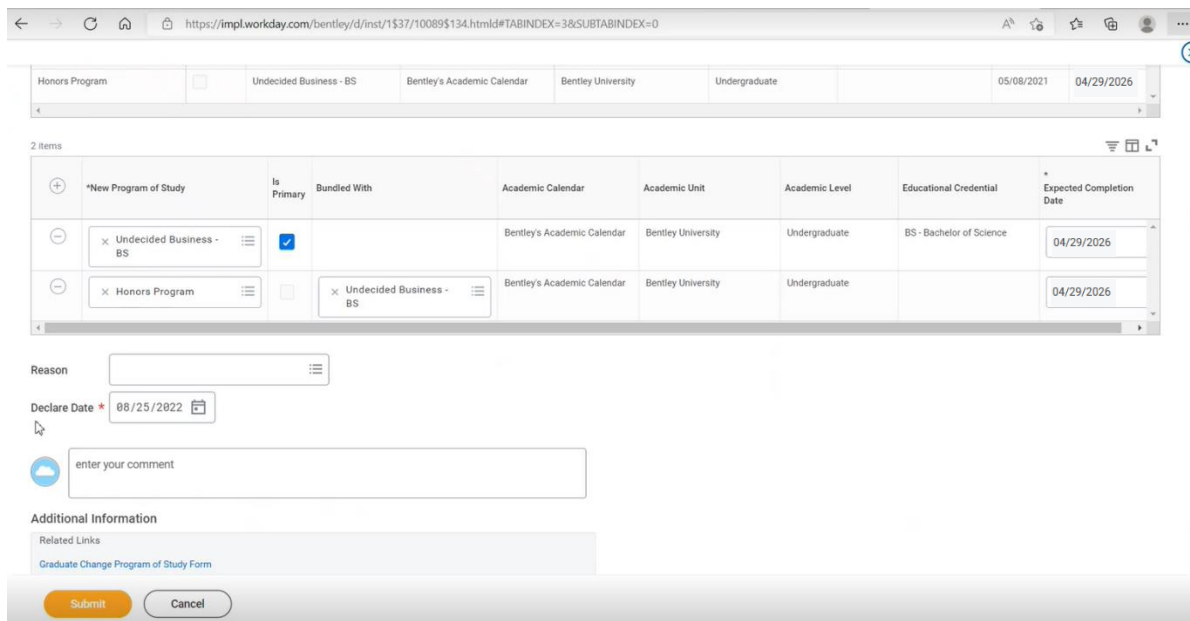
Step 1

After logging into Workday Student, select your profile (upper right corner) and navigate to **Academics** (on the left)

- You will see your current major (undecided) with the status "In Progress."
- Click **Request** on the right.

Step 2

- Your current Primary Program of Study (undecided or a major) will automatically display a **checkbox** to designate it as Primary.

Step 3

Before choosing from the drop-down list of programs, please deselect the checkbox.

- **Deselect** the checkbox.

Step 4

- Click the box to the left of the checkbox to display the list of programs
- Workday will display search results
- Type out or scroll down until you see the program you want to select. **DO NOT SELECT – majors that end in "Additional Major" for your Primary Program of study.**
- Click radio button to select the program

Step 5

Once you find the program you wish to study, **you must recheck** the "Is Primary" box on your primary major.

You must update your Primary Program of Study in the "Bundled with" column for any additional programs you have. Here, if you participate in the **Honors Program**, it will be listed as a **Program of Study** bundled with your new major.

Step 6

If you need to add an additional program of study, such as a concentration or a minor, click the **+** to select the programs. You can select the program.

Step 7

The additional program of study will be bundled with the Primary Program of Study.

- Enter the **Expected Completion Dates** in the far-right column. The **Expected Completion Dates** for each must match exactly.

It is important you make sure all programs of study you intend to pursue, major(s), minor(s), concentration and/or Honors Program is visible in this screen.

- Click **Submit** to finalize your program of study.

Last Step

Once your request has been submitted, 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 reviewed and approved by the Registrar's office.