

This quick reference guide (QRG) provides instructions on how to apply to programs that require a secondary application for entry in Workday. Some examples of programs requiring you to complete this process include Nursing and EMT.

To submit a Declare Program of Study request, complete the following steps.

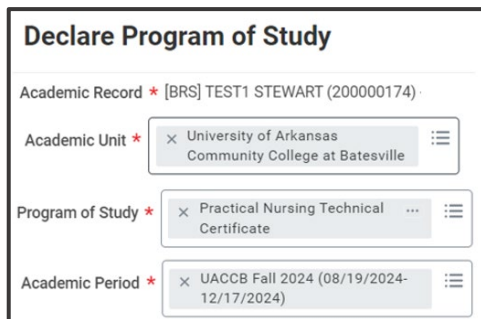
DECLARE PROGRAM OF STUDY

From the Workday Home page:

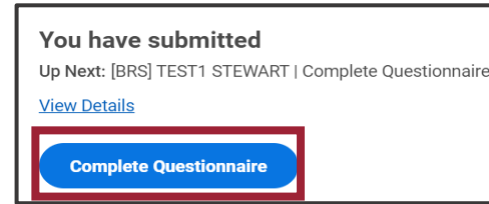
1. Type and select 'Declare Program of Study' in the search bar.

The *Declare Program of Study* screen displays.

2. Select the appropriate **Academic Unit** from the dropdown list.
3. Select your desired **Program of Study** from the dropdown list.
4. Select the appropriate **Academic Period** from the dropdown list.



5. Click **OK**.
6. Click the **Complete Questionnaire** button that appears in the center of the screen.



7. Complete all questions within the questionnaire.



Note: This process can be saved and completed later by clicking the Save for Later button.

8. Click **Submit**.



Note: The status of your declaration can be found by going to your **Student Profile**, selecting **Academics** from the Student Profile Menu, and then selecting the **Program Declarations** tab.

