Declare Program of Study

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:

UNIVERSITY OF ARKANSAS SYSTEM powered by Workday.

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.

Declare Program of Study	
Academic Record *	[BRS] TEST1 STEWART (200000174)
Academic Unit *	× University of Arkansas ∷≣ Community College at Batesville
Program of Study *	× Practical Nursing Technical := Certificate
Academic Period *	× UACCB Fall 2024 (08/19/2024- 12/17/2024)

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



7. Complete all questions within the questionnaire.



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

8. Click Submit.



<u>Note</u>: 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.

Declaration Status
Submitted