

This quick reference guide (QRG) provides instructions on how to evaluate another program of study, also known as your major, in Workday. You would do this if you are thinking about changing your program of study and would like to know your progress toward the new program.

To evaluate another program of study, complete the following steps.

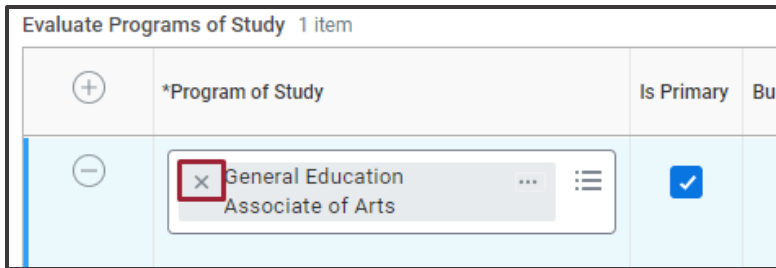
EVALUATE ANOTHER PROGRAM OF STUDY

From the Workday Home page:

1. Type and select 'Evaluate Academic Requirements' in the search bar.

The *Evaluate Academic Requirements* screen displays.

2. Click the **X** icon beside your current Program of Study.



3. Select the **Program of Study** you would like to evaluate from the dropdown list.
4. Check the **Is Primary** box next to the selected program of study.



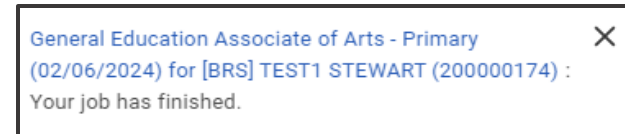
Note: You must check the **Is Primary** box or Workday will not run the report correctly.

5. Click **OK** to run the report.
6. Click **Done**.

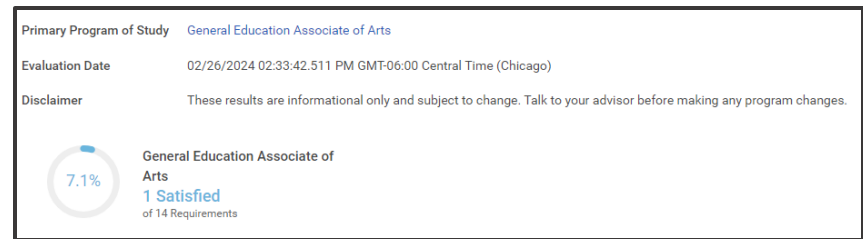


Note: Sometimes Workday will immediately display the link noted in step nine. You must click **Done** before clicking the link or the report will not open correctly.

7. Click the link in the upper right-hand corner that notes 'Your job has finished'.



8. Review the report.



9. Click **Done**.