

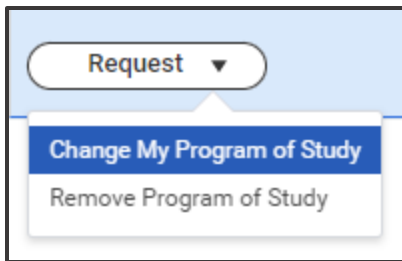
This quick reference guide (QRG) provides instruction on how to request a Program of Study change in Workday. This process is commonly known as changing your major. Please note this is a request that must be approved by your institution before it will be reflected in your Workday profile.

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

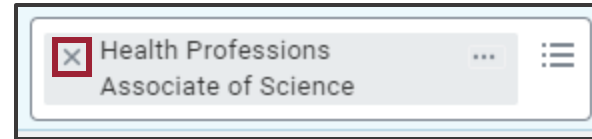
CHANGE MY PROGRAM OF STUDY

From the Workday Home page:

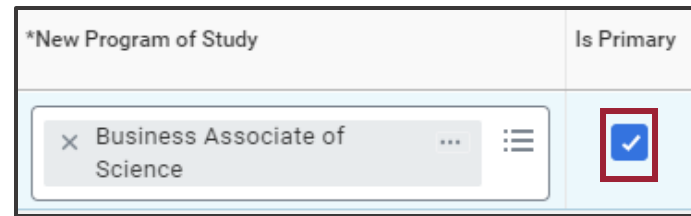
1. Click the **Profile Icon** in the top right-hand corner of the page.
2. Click the **View Profile** button.
2. Select **Academics** from the left menu.
3. Select the **Overview** tab.
4. Click the **Request** button beside your current program of study.
5. Select **Change My Program of Study** from the list.



6. Click the **X** beside your current program of study.



7. Select your new desired Program of Study from the **New Program of Study** dropdown list.
8. Check the **Is Primary** box.



9. Enter your **Expected Completion Date**.
10. Click **Submit**.



Note: It is recommended that you meet with an academic advisor prior to submitting a request to change your Program of Study.