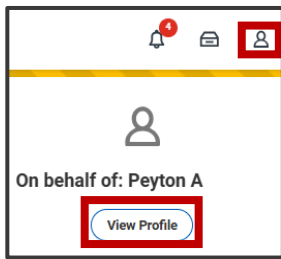


This Quick Reference Guide (QRG) explains how to request a Program of Study change in Workday, commonly known as changing your major. If your new major requires a concentration, refer to the second section of this guide. If your program of study requires a minor or you would like to add one when making the change, see the section on adding a minor. If you want to keep your current program but add a second program, refer to the final section of this guide. Please note that this is a request that must be reviewed and approved by your institution before it will appear in your Workday profile. High school concurrent students cannot request a program change until they graduate and submit their final transcript.

## CHANGE MY PROGRAM OF STUDY

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



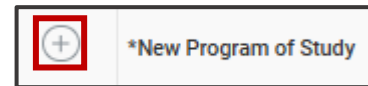
3. Select **Academics** from the Student Profile Menu on the lefthand side of your screen.
4. Select the **Overview** tab if it is not automatically opened.
5. Click the **Request** button in the last column of your current Program of Study.

Program of Study	Declare Date	Expected Completion	Status	Primary	
Health Professions Associate of	06/21/2024	05/20/2026	In Progress	Yes	<b>Request</b>

6. Beside your current Program of Study click the **Remove Row** button.



7. Click the **Add Row** button beside \*New Program of Study.



8. Select your new desired Program of Study from the **New Program of Study** dropdown list.
9. Enter your **Expected Completion Date**.
10. Optional – Edit the **Declare Date** if necessary.



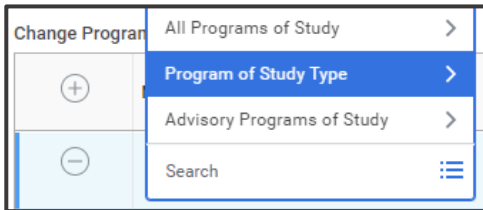
Note: Your **Declare Date** could impact your financial aid. It is recommended that you meet with an academic advisor prior to submitting a request to change your Program of Study.

11. Click **Submit**.

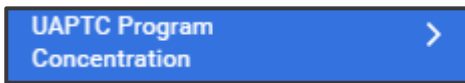
## CHANGE PROGRAM OF STUDY TO INCULDE A CONCENTRATION

If your new degree requires a concentration, complete the following steps after adding the new Program of Study to select and add your concentration:

1. Click the **Add Row** button.
2. Click the **New Program of Study** field and select **Program of Study Type** from the dropdown list.



3. Select Your Institutions Acronym **Program Concentration**.



4. Select the appropriate Program Concentration from the dropdown list.



**Note:** The selected concentration will show as **Bundled With** the primary program of study.

	New Program of Study	Is Primary	Bundled With
+	<div style="border: 1px solid gray; padding: 5px;">                     x Computer Information Systems Associate of Applied Science, Concentration in Cybersecurity                 </div>	<input type="checkbox"/>	<div style="border: 1px solid gray; padding: 5px;">                     x Computer Information Systems Associate of Applied Science                 </div>
-	<div style="border: 1px solid gray; padding: 5px;">                     x Computer Information Systems Associate of Applied Science                 </div>	<input checked="" type="checkbox"/>	

5. Enter the **Expected Completion Date**.
6. Optional – Edit the **Declare Date** if necessary.



**Note:** Your **Declare Date** could impact your financial aid. It is recommended that you meet with an academic advisor prior to submitting a request to change your Program of Study.

7. Click **Submit**.

## CHANGE PROGRAM OF STUDY TO INCULDE A MINOR

If your new degree requires a minor, complete the following steps after adding the new Program of Study to select and add your minor:

1. Click the **Add Row** button.
2. Click the **New Program of Study** field and select **Program of Study Type** from the dropdown list.

3. Select Your Institutions Acronym **Minor**.



4. Select the appropriate **Minor** from the dropdown list.



Note: The selected minor will show as **Bundled With** the primary program of study.

+	New Program of Study	Is Primary	Bundled With
-	x Applied Statistics Minor	<input type="checkbox"/>	x Biology Bachelor of Science

5. Enter the **Expected Completion Date**.
6. Optional – Edit the **Declare Date** if necessary.



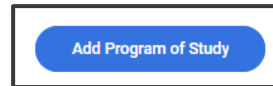
Note: Your **Declare Date** could impact your financial aid. It is recommended that you meet with an academic advisor prior to submitting a request to change your Program of Study.

7. Click **Submit**.

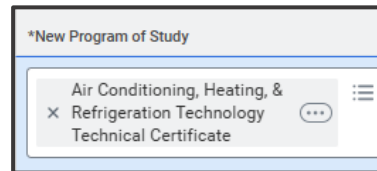
## ADD SECOND PROGRAM OF STUDY

If you want to keep your current program of study and a second program of study complete the following steps from your student profile:

1. Select **Academics** from the Student Profile Menu on the lefthand side of your screen.
2. Select the **Overview** tab if it is not automatically opened.
3. Click the **Add Program of Study** button.



4. Under \*New Program of Study select the new program from the dropdown list.



5. Enter your **Expected Completion Date**.
6. Optional – Edit the **Declare Date** if necessary.
7. Click **Submit**.