CHANGING, ADDING, OR DROPPING YOUR PROGRAM OF STUDY
Here’s how to change, add, or drop your major or minor in Workday.

Note: If you have not picked a Program of Study yet, please follow the Changing Your Program of Study process to change your major from Undecided to your desired Program of Study.

CHANGING YOUR PROGRAM OF STUDY

STEP 1
After logging in to Workday, click on the Cloud icon, and then select View Profile.

Note: If you have uploaded a profile picture, your photo may replace the Cloud icon.

STEP 2
If you are a student worker, you’ll need to select your Student profile to bring up the Academics link. Choose the Academics link in the left column to see the Summary page, and then click Request to initiate a change.
STEP 3
On the Change My Program of Study screen, choose your desired Program of Study from the drop-down menu and fill in the Expected Completion Date (if not already populated). Then click Submit.

Note: If you wish to apply to join the honors program, please consult the university catalogue. You cannot join the honors program through this process.

STEP 4
After you submit your request, you will see the You have submitted screen. Here you can track its progress under Details and Progress. When you’re finished reviewing this information, click Done to exit this screen.
STEP 5
The Registrar’s office approves or denies all Change Program of Study requests. While your request is being reviewed, the Status column will show In Progress. You may not make any additional changes to your Program of Study until your pending request is approved or denied.

Note: Workday will not prevent you from making an unapproved change of Program of Study request. Please see the university catalogue for major/minor exclusions.

ADDING A PROGRAM OF STUDY

STEP 1
After logging in to Workday, click on the Cloud icon, and then select View Profile.

Note: If you have uploaded a profile picture, your photo may replace the Cloud icon.
STEP 2
Choose the Academics link on the left which will take you to the Summary page, and then click Add Program Study.

Note: If you wish to apply to join the honors program, please consult the university catalogue. You cannot join the honors program through this process.

STEP 3
On the Add Program of Study page, choose the Program of Study Type from the drop-down menu. Enter your desired Program of Study and the Expected Completion Date (if not already populated), and then click Submit.
STEP 4
The Registrar’s office approves or denies all Add Program of Study requests. While your request is being reviewed, the Status column will show In Progress. You may not make any additional changes to your Program of Study until your pending request is approved or denied.

Note: Workday will not prevent you from making an unapproved change of Program of Study request. Please see the university catalogue for major/minor exclusions.

Note: If you wish to declare a Liberal Studies Major (LSM), this is a two-step process.
1. Follow the Adding A Program of Study process and declare an Optional Second Major.
2. After the Registrar’s office approves that request, follow this process again to add your Concentration.

Note: If you declare an Arts & Science major, you will be automatically assigned a Business Studies minor. If you want Business Studies major instead, follow the Changing A Program of Study process and request to change the minor to a major.

STEP 5
After you submit your request, you will see the You have submitted screen, where you can track its progress under Details and Progress. When you’re finished reviewing this information, click Done to exit this screen.
REMOVING A PROGRAM OF STUDY

STEP 1
After logging in to Workday, click on the Cloud icon, and then select View Profile.

Note: If you have uploaded a profile picture, your photo may replace the Cloud icon.

STEP 2
Choose the Academics link on the left which will take you to the Summary page.

STEP 3
Choose the Program of Study that you would like to drop, and click Request. Then select Remove Program of Study for Student from the drop-down menu.
STEP 4
On the next page (based on the change you request), fill in the required information and click Submit. The Registrar’s office monitors and approves or denies all Remove Program of Study and Change Program Study requests.

Important: You will not be able to remove your primary Program of Study; instead please follow the Changing Your Program of Study process to select your new major.