

## MAKING CHANGES TO PROGRAM OF STUDY

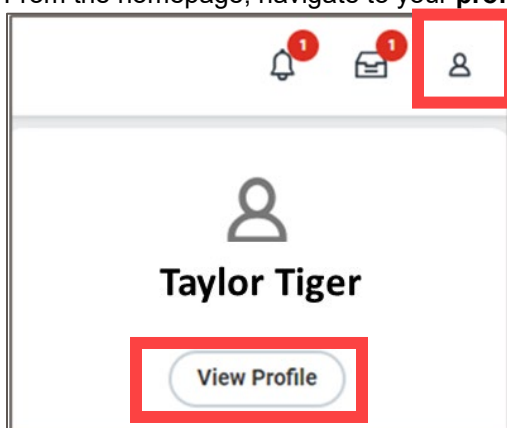
### Summary

This guide will demonstrate how to add, remove, or change a program of study. Students should only make changes to a program of study once they have consulted with their advisor. Further, making changes to the program of study may require approvals from the student's Academic Unit and/or the University Registrar. These approvals are processed in Workday once you submit a request to add, remove, or change a program of study.

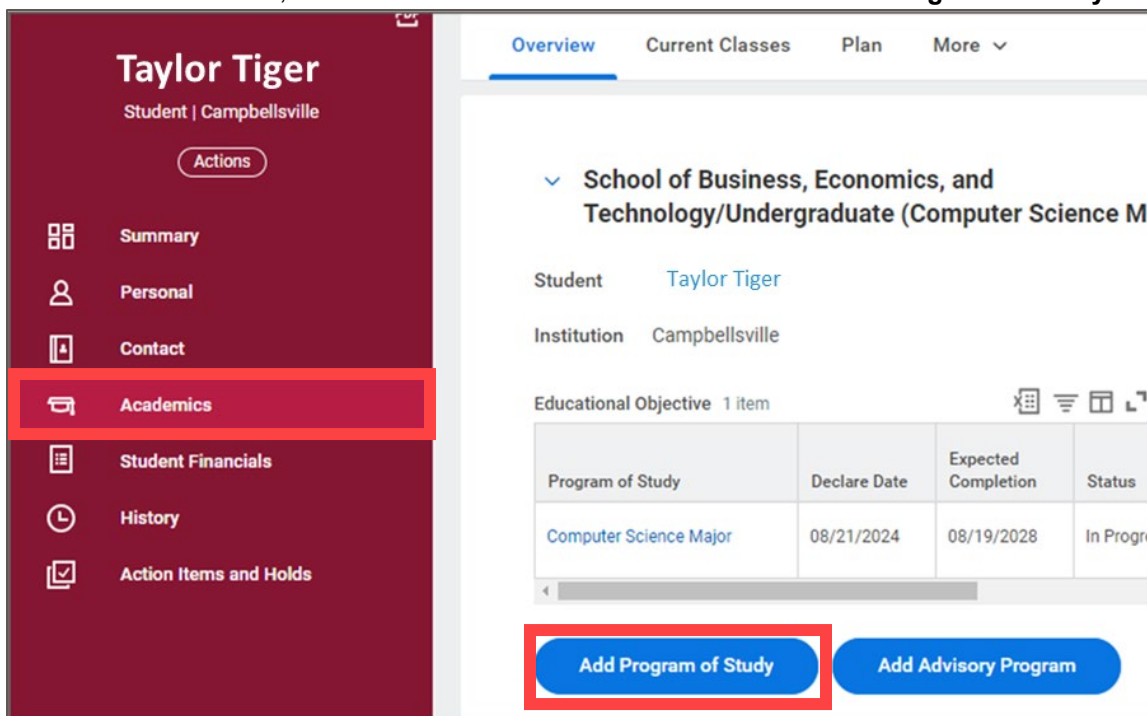
### Add a Program of Study

This process will add a program of study and its requirements to a student's record. For example, a student has a Computer Science major and wants to add an Art minor.

1. From the homepage, navigate to your **profile** by clicking the person icon and then clicking **View Profile**.



2. From the sidebar menu, select the **Academics** tab and then click the **Add Program of Study** button.



Complete the required information to select a new program of study to add:

- 3. In the **New Program of Study** field search for the program you want to add.
- 4. In the **Estimated Completion Date** field, enter the date that shows on your primary program of study.
- 5. Once you are finished, click **Submit**.

### Add Program of Study

1 item

Current Programs of Study							
Primary	Bundled With	Academic Calendar	Academic Unit	Academic Level	Educational Credential	Declare Date	*Expected Completion Date
		Semester Academic Calendar	School of Business, Economics, and Technology	Undergraduate	BS - Bachelor of Science	08/21/2024	08/19/2028

Add Programs of Study 1 item

+ New Program of Study	Bundled With	Academic Calendar	Academic Unit	Academic Level	Educational Credential	* Expected Completion Date
<input type="text" value="Art Minor"/>	<input type="text" value="Computer Science Major"/>	Semester Academic Calendar	College of Arts and Sciences	Undergraduate		08/19/2028

Declare Date \*

enter your comment

This field is optional, but you may choose to provide a comment about your request to add a program of study.

Once you click **Submit**, your request to add a program of study will be sent to your Academic Unit and/or the University Registrar for approval.

Once the request to add a program of study has been approved by all necessary offices, it will appear as a program of study and is listed as **In Progress**.

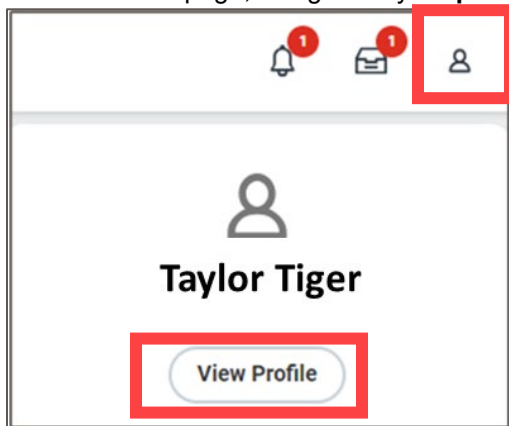
Educational Objective 2 items

Program of Study	Bundled Programs of Study	Declare Date	Expected Completion	Status
Computer Science Major		08/21/2024	08/19/2028	In Progress
	Art Minor	09/24/2024	08/19/2028	In Progress

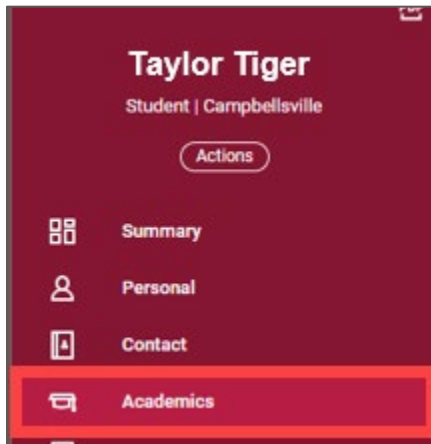
## Remove a Program of Study

This process will remove a program of study from a student's record. For example, a student has an Art minor that they wish to remove.

1. From the homepage, navigate to your **profile** by clicking the person icon and then clicking **View Profile**.



2. From the sidebar menu, select the **Academics**.



3. Scroll to the right of the table and click the **Request** button.
4. If a drop-down menu appears, click **Remove Program of Study**.

Educational Objective 2 items

Bundled Programs of Study	Declare Date	Expected Completion	Status	Primary	
	08/21/2024	08/19/2028	In Progress	Yes	Request
Art Minor	09/24/2024	08/19/2028	In Progress	No	Request ▾

Change My Program of Study  
**Remove Program of Study**

Add Program of Study   Add Advisory Program

**NOTE:** This button may not be available if there are any pending processes in your account. Contact your advisor with questions.

- 5. Select the checkbox on the row of the program you are requesting to remove.
- 6. Check the **Confirm** box.

### Remove Program of Study

2 items

Select	Program of Study	Is Primary
<input type="checkbox"/>	Computer Science Major	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Art Minor	<input type="checkbox"/>

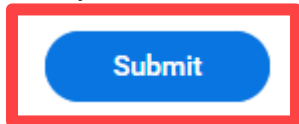
Removal Date \* 09/24/2024

Confirm

enter your comment

This field is optional, but you may choose to provide a comment about your request to remove a program of study.

- 7. Once you are finished click **Submit**.



Once you click **Submit**, your request to remove a program of study will be sent to your Academic Unit and/or the University Registrar for approval.

Once the request to remove a program of study has been approved by all necessary offices, it will appear as a program of study and is listed as **Discontinued**.

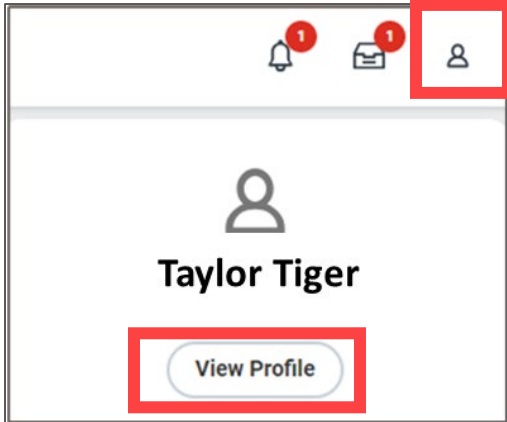
Educational Objective 2 items

Bundled Programs of Study	Declare Date	Expected Completion	Status
	08/21/2024	08/19/2028	In Progress
Art Minor	09/24/2024	08/19/2028	Discontinued

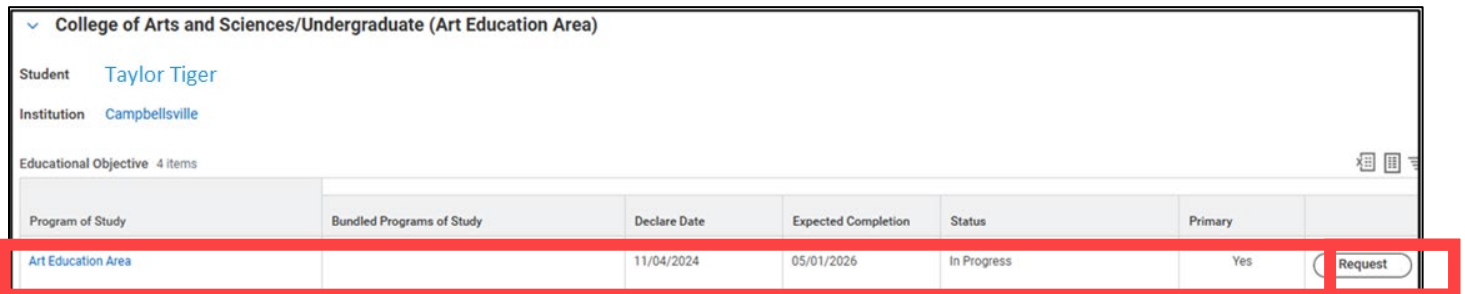
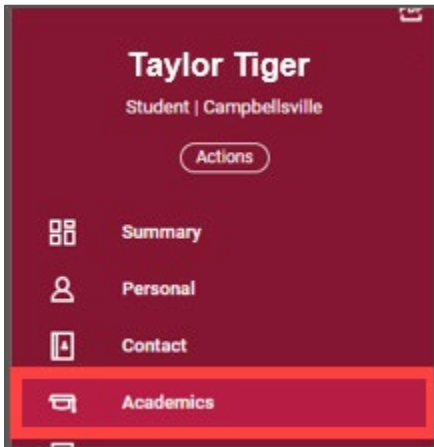
## Change a Program of Study (Change Majors)

This process changes the student’s major program of study. A student must always have an active program of study such as a major or area, even if the major is Undecided.

1. From the homepage, navigate to your **profile** by clicking the person icon and then clicking **View Profile**.



2. From the sidebar menu, select the **Academics** tab and scroll all the way to the right on the row with the program of study you are changing and click the **Request** button.



3. Click the “+” icon to add a row for the program of study you want to name as primary.
4. In the **New Program of Study** field search for the program you want to add.
5. Check the **Is Primary** checkbox for your new major.
6. Enter a date in the **Estimated Completion Date** field.

7. Delete the row of the program (major) you will no longer be pursuing by clicking the “-“ icon.
8. Once you are finished, click **Submit**.

*New Program of Study	Is Primary	Bundled With	Academic Calendar	Academic Unit	Academic Level	Educational Credential	*Expected Completion Date
<input checked="" type="checkbox"/> Criminal Justice Administration Major	<input checked="" type="checkbox"/>		Semester Academic Calendar	College of Arts and Sciences	Undergraduate	BS - Bachelor of Science	05/01/2026
<input type="checkbox"/> Art Education Area	<input type="checkbox"/>		Semester Academic Calendar	College of Arts and Sciences	Undergraduate	BS - Bachelor of Science	05/01/2026

Declare Date \* 11/04/2024

enter your comment

**Submit** Cancel

Once you click **Submit**, your request to add a program of study will be sent to your Academic Unit and/or the University Registrar for approval.

Once the request to add a program of study has been approved by all necessary offices, it will appear as a program of study and is listed as **In Progress**.

Program of Study	Bundled Programs of Study	Declare Date	Expected Completion	Status
Criminal Justice Administration Major		11/04/2024	05/01/2026	In Progress

**NOTE:** It is possible for your Academic Overview to list multiple programs as *in progress*.

When the primary program of study has been changed to your new major by the **Registrar’s Office**, you will be able to request to remove the old program of study (major), following steps 4-8 under **Remove a Program of Study**.