

MAKING CHANGES TO PROGRAM OF STUDY

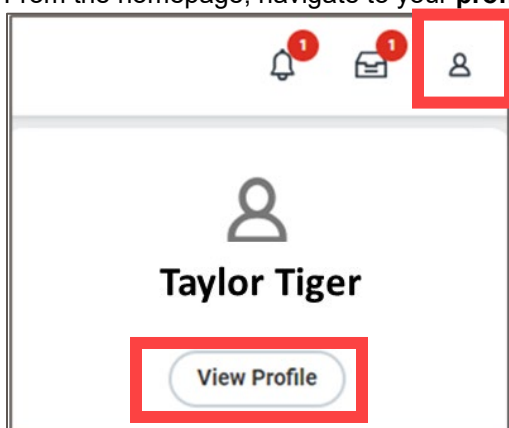
Summary

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.

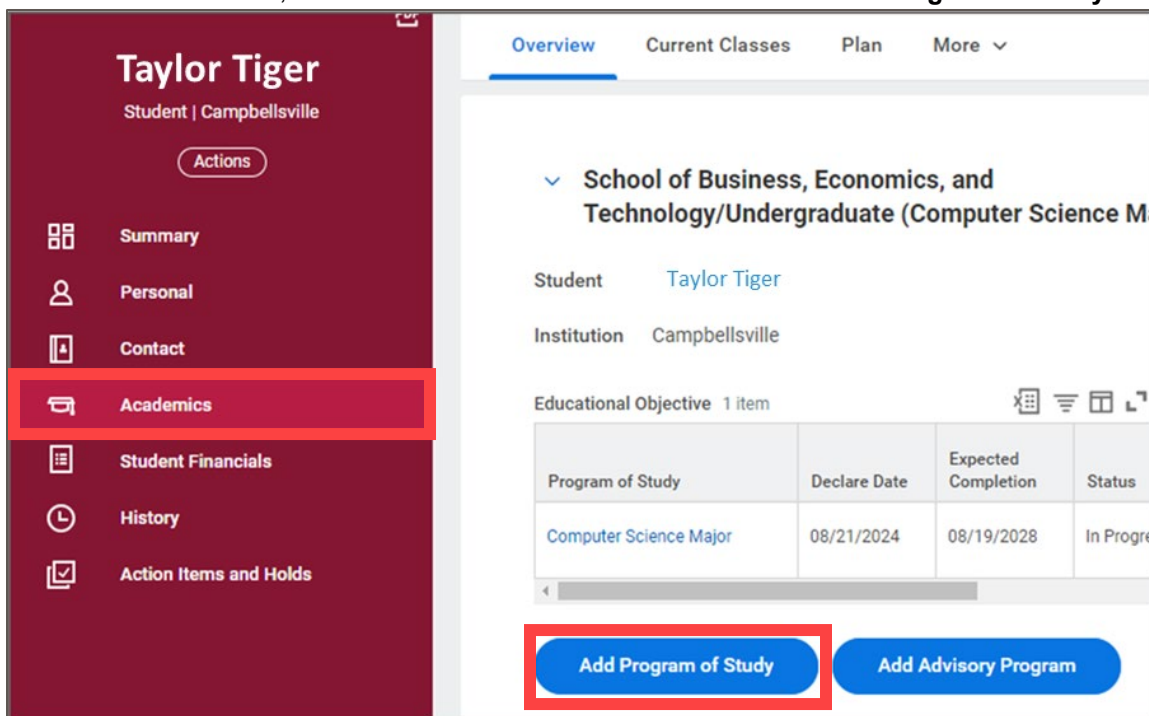
Add a Program of Study

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**.

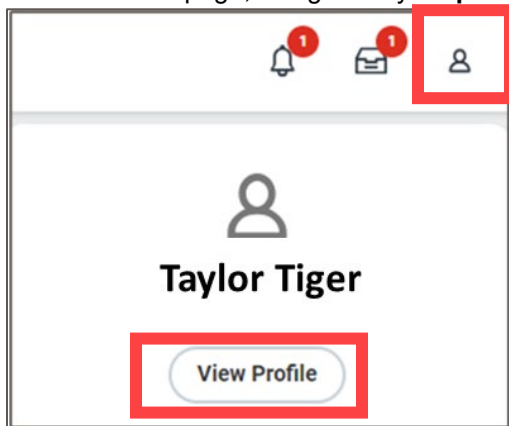
Educational Objective 2 items

| 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 |

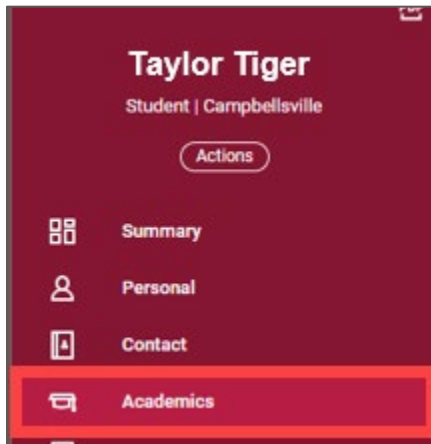
Remove a Program of Study

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"/> |

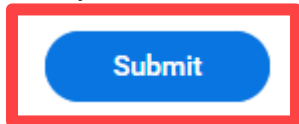
Removal Date * 09/24/2024

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**.

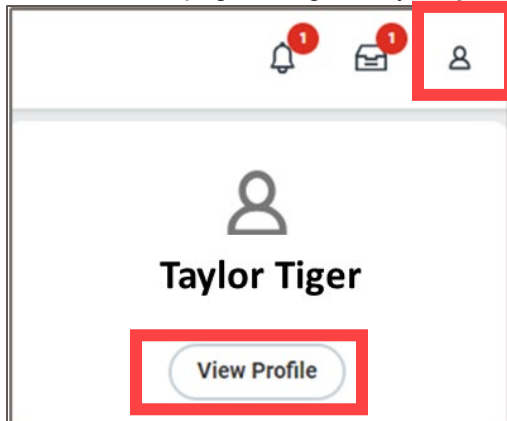
Educational Objective 2 items

| 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 |

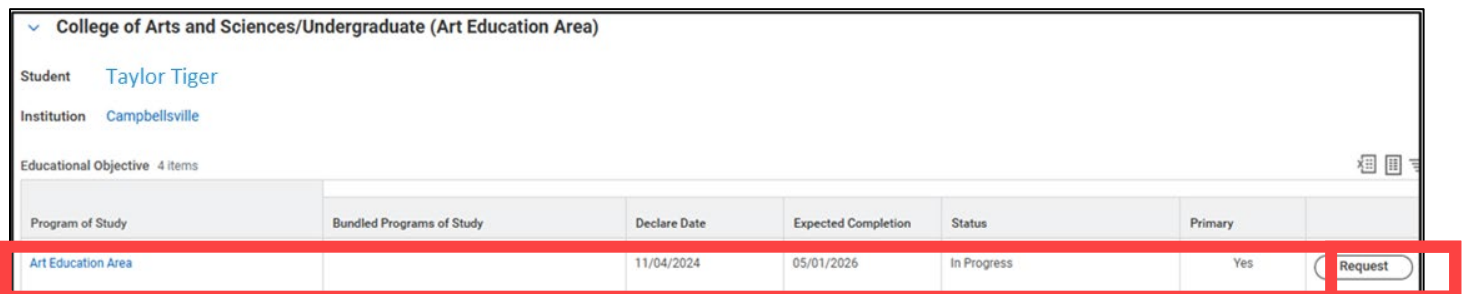
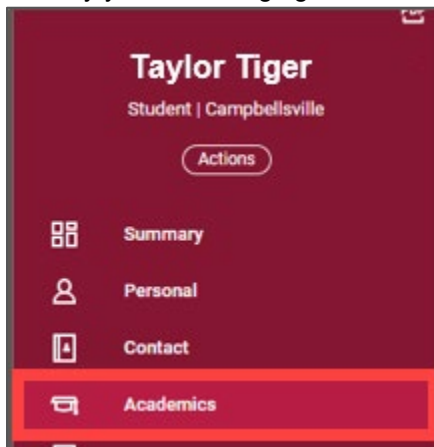
Change a Program of Study (Change Majors)

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**.

If you are seeking to **change** your major, it is very helpful to note in this comment box that you want to change your primary program of study to the new major you have added. Changing the primary program of study is a task that can *only* be completed by the **Registrar's Office**.

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**.