

ADD/CHANGE/REMOVE PROGRAM OF STUDY

In Workday, you will have the ability to add, change, and remove programs of study from your academic program. While you can start all of these processes yourself, we highly recommend that you talk with an academic advisor before making any changes to your program(s) of study.

1. Add Program of Study for Student
2. Go to your student profile in Workday.
3. Click the **Academics** tab.
4. Click **Add Program of Study**.

The screenshot shows the Workday interface for a student profile. On the left is a red navigation sidebar with icons for Summary, Personal, Contact, Academics (highlighted with a red circle and the number 3), Student Financials, History, and Action Items and Holds. The main content area has tabs for Overview, Current Classes, Plan, Academic History, and External Rec. The 'Academic History' tab is active, showing a dropdown for 'Buchtel College of Arts and Sciences/Undergraduate (Mu)'. Below this, the student's name and institution are listed. An 'Educational Objective' section contains a table with one item:

Program of Study	Declare Date
Music - Guitar Performance, BM	08/28/2023

At the bottom of the main content area, there is a blue button labeled 'Add Program of Study' with a red circle and the number 4 next to it.

5. Choose a **New Program of Study** in the search box.
Note: Depending on your current program of study, some programs of study will not be available to be selected.
6. If the new program of study is a minor or second major, ensure that your major is selected in the **Bundled With** search box.
7. Enter an **Expected Completion Date**.
Note: For minors and second majors, this needs to match the expected completion date for your major. Choosing a different date will generate an error.
8. Click **Submit**. This will send the request to the appropriate approver(s).

Add Program of Study

1 item

Program of Study	Is Primary	Bundled With	Academic Calendar	Academic Unit	Academic Level	Educational Credential	Declare Date	Expected Completion Date
Music - Guitar Performance, BM	<input checked="" type="checkbox"/>		Undergraduate/Graduate Academic Calendar	Buchtel College of Arts and Sciences	Undergraduate	BM - Bachelor of Music	08/28/2023	08/17/2025

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="Spanish, Minor ..."/>	<input type="text" value="Music - Guitar Performance, BM ..."/>	Undergraduate/Graduate Academic Calendar	Buchtel College of Arts and Sciences	Undergraduate		<input type="text" value="08/17/2025"/>

Declare Date *

enter your comment

CHANGE PROGRAM OF STUDY FOR STUDENT

1. Go to your student profile in Workday.
2. Click the **Academics** tab.
3. For the program of study that will be changed, click **Request**. If the program of study you want to change is not your primary program, click **Change My Program of Study**.

The screenshot shows the Workday interface for a student profile. On the left is a red navigation sidebar with the 'Academics' tab selected and marked with a red circle and the number '2'. The main content area shows the student's profile for 'Buchtel College of Arts and Sciences/Undergraduate (Spanish, Minor/Music - Guitar Performance, BM)'. Below this is a table of 'Educational Objective' items. The table has columns for Program of Study, Bundled Programs of Study, Declare Date, Expected Completion, Status, and Primary. Two rows are visible: 'Music - Guitar Performance, BM' (Primary: Yes) and 'Spanish, Minor' (Primary: No). The 'Request' button for the 'Spanish, Minor' row is highlighted with a red circle and the number '2', and a dropdown menu is open showing 'Change My Program of Study' and 'Remove Program of Study' options.

Program of Study	Bundled Programs of Study	Declare Date	Expected Completion	Status	Primary	
Music - Guitar Performance, BM		08/28/2023	08/17/2025	In Progress	Yes	Request
	Spanish, Minor	02/01/2024	08/17/2025	In Progress	No	Request Change My Program of Study Remove Program of Study

4. Choose a **New Program of Study** in the search box.
5. If you are changing your primary program, make sure the **Is Primary** checkbox is checked. You will also need to update the **Bundled With** for any second majors and minors to match your new major.
6. Optional: update the **Expected Completion Date** for the new program. Check with your advisor!
7. Click **Submit**. This will send the request to the appropriate approver(s).

Change My Program of Study

2 Items

Program of Study	Is Primary	Bundled With	Academic Calendar	Academic Unit	Academic Level	Educational Credential	Declare Date	Expected Completion Date
Music - Guitar Performance, BM	<input checked="" type="checkbox"/>		Undergraduate/Graduate Academic Calendar	Buchtel College of Arts and Sciences	Undergraduate	BM - Bachelor of Music	08/28/2023	08/17/2025
Spanish, Minor	<input type="checkbox"/>	Music - Guitar Performance, BM	Undergraduate/Graduate Academic Calendar	Buchtel College of Arts and Sciences	Undergraduate		02/01/2024	08/17/2025

2 Items

*New Program of Study	Is Primary	Bundled With	Academic Calendar	Academic Unit	Academic Level	Educational Credential	Expected Completion Date
<input type="text" value="X Music - Arts, BA"/>	<input checked="" type="checkbox"/>		Undergraduate/Graduate Academic Calendar	Buchtel College of Arts and Sciences	Undergraduate	BA - Bachelor of Arts	08/17/2025
<input type="text" value="X Spanish, Minor"/>	<input type="checkbox"/>	<input type="text" value="X Music - Arts, BA"/>	Undergraduate/Graduate Academic Calendar	Buchtel College of Arts and Sciences	Undergraduate		08/17/2025

Reason

Declare Date

enter your comment

Submit
Cancel

REMOVE PROGRAM OF STUDY FOR STUDENT

1. Go to your student profile in Workday.
2. Click the **Academics** tab.
3. For the program of study that you want to remove, click **Request**.
4. Click **Remove Program of Study**.

Note: You cannot remove your primary program of study.

The screenshot shows the Workday interface for a student profile. On the left is a red navigation sidebar with icons for Summary, Personal, Contact, Academics (highlighted with a red circle and arrow), Student Financials, History, and Action Items and Holds. The main content area has tabs for Overview, Current Classes, Plan, Academic History, External Records, and Historical Records. The 'Academic History' tab is active, showing the student's name, institution, and a table of educational objectives. The table has columns for Program of Study, Bundled Programs of Study, Declare Date, Expected Completion, Status, and Primary. Two rows are visible: 'Music - Guitar Performance, BM' (Primary: Yes) and 'Spanish, Minor' (Primary: No). The 'Request' button for the Spanish Minor is highlighted with a red circle and arrow. A dropdown menu is open for this button, showing 'Change My Program of Study' and 'Remove Program of Study', with the latter highlighted by a red circle and arrow.

Program of Study	Bundled Programs of Study	Declare Date	Expected Completion	Status	Primary	
Music - Guitar Performance, BM		08/28/2023	08/17/2025	In Progress	Yes	Request
	Spanish, Minor	02/01/2024	08/17/2025	In Progress	No	Request Change My Program of Study Remove Program of Study

5. Select the program(s) of study to remove.
6. Click **Confirm**.
7. Click **Submit**. This will send the request to the appropriate approver(s).

Remove Program of Study

2 items

Select	Program of Study	Is Primary	Bundled With
<input type="checkbox"/>	Music - Guitar Performance, BM	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	Spanish, Minor	<input type="checkbox"/>	Music - Guitar Performance, BM

Removal Date * 02/01/2024

Removal Reason

Confirm *

enter your comment