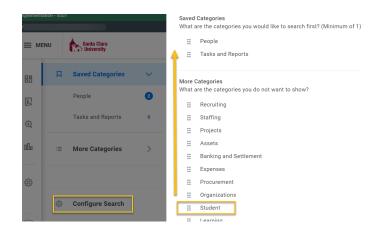
Remove, Change, and Add Program of Study for Student

Overview

This quick reference guide will review the process of adding, changing, or removing a student's program of study. Please note that this task is limited to only those with specific security access.

Process

1. First, you will search for a student record. The most convenient way to do this is to configure your search in Workday. On the *Search Page*, click on **Configure Search** drag **Student** up to the top.

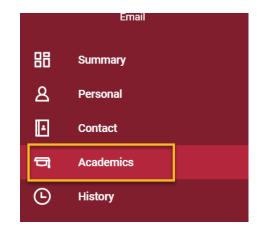


NOTE: If the student has a preferred name that differs from the legal name, the preferred name will be prioritized in searches even if you search by the legal name.

2. You can also enter **Find Academic Records** into the **Search Bar** and press **Enter**. This report will allow you to locate the student and click directly to their profile.

Q find academic records Find Academic Records Report

- In the search results, click the appropriate name to access the student **Profile**.
- 3. From the **Student Profile**, click the **Academics** tab on the left Profile menu.



4. In the **Overview** section, you will see the current program of study selection(s). Locate the program of study in the grid that you would like to change and click the **Request** button.

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Program of Study	Bundled Programs of Study	Declare Date	Expected Completion	Status	Primary	
Political Science Major		01/01/2021	06/15/2023	Pending Completion	Yes	Request •
	American Studies Pathway	05/09/2022	06/15/2023	Pending Completion	No	Request •
	Philosophy Minor	01/01/2021	06/15/2023	Pending Completion	No	Request •
	Pre Law Focus	01/01/2021	06/15/2023	Pending Completion	No	Request *
English Major		09/09/2019	05/15/2023	Pending Completion	No	(Request +
Philosophy Major		09/10/2019	05/15/2023	Discontinued	No	
	Political Science Minor	09/14/2020	06/15/2023	Discontinued	No	
	Law & Social Justice Pathway	09/14/2020	06/15/2023	Discontinued	No	
	Pre Law and Justice Focus	09/10/2019	06/15/2023	Discontinued	No	
Add Program of Study						

a. On the **Request** menu, your options will be **Change Expected Program Completion Date**, **Change Program of** Study Record, and Remove Program of Study for Student.

Request V	
Change Expected Program Completion Date	
Change Program of Study Record	٦
Remove Program of Study for Student	

- 5. To **Remove Program of Study**, select that option.
 - a. Check the program you are removing.
 - b. The **Removal Date** will default to today's date. You can change this if desired.
 - c. Check Confirm and then click Submit.

NOTE: The **Remove Program of Study option** is not available for the primary program. You must first change the primary to another program before you can remove it.

- 6. To **Change Program of Study**, click that option.
 - a. On the **Change Program of Study Record** screen, remove the name of the existing program of study and enter or locate the new program of study in the **New Program of Study** field.
 - b. The Expected Completion Date should reflect the expected graduation month/year (e.g. MM/YY).
 - c. The **Reason** field is optional.
 - d. The **Declare Date** will default to today's date. You can change this if desired.

e. When you are finished, click **Submit**. Your request will be directed to the *Registrar's Office*.

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- 7. To **Add Program of Study**, click the yellow button at the bottom of the **Overview page**.
 - a. Enter the new program of study in the **New Program of Study** field. You can also click into the field and use the field prompts to select your value.
 - b. If you selected a program of study with a type of Minor, you will be asked to bundle that program of study with one of the existing programs of study.
 - c. The **Expected Completion Date** should reflect your expected graduation month/year (e.g. MM/YY).
 - d. The **Declare Date** defaults to today but can be changed.
 - e. When you are finished, click **Submit**.