Description: This quick guide shows how to add a program of study.

Applies to: Students

ADD A PROGRAM OF STUDY

Add a **Program of Study** when you wish to add an additional major/program, minor, concentration or certificate to their existing primary Program of Study.

Note: Graduate students must submit an application to the Admissions Department for changes or additions to their primary programs of study.

1. Navigate to your Student Profile. Click the profile icon in the top right corner of your Workday home page and click **View Profile**.

2. Click your name under "Student" to get to your **Student Profile** if you are a student worker.
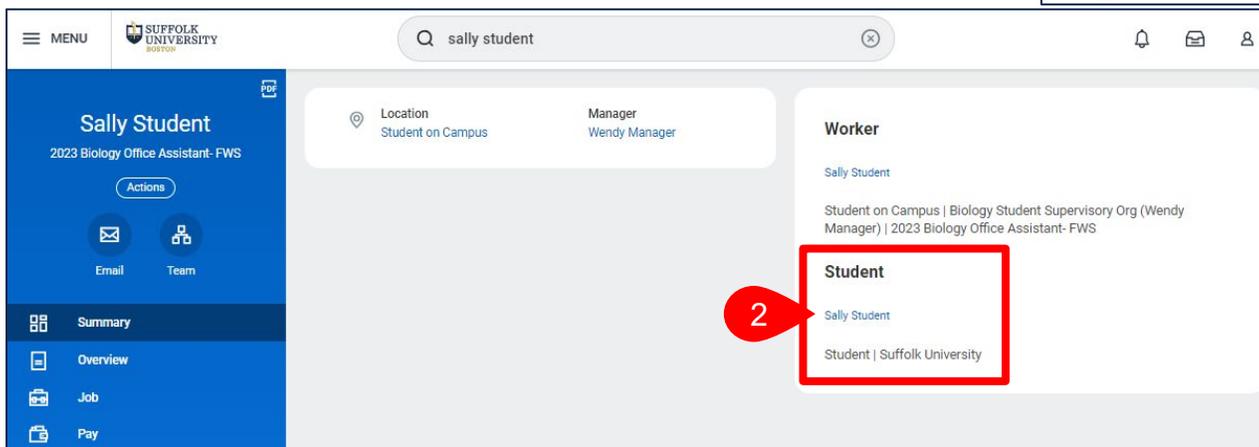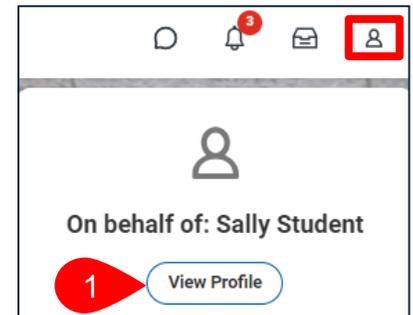
Important: If you are a student worker, Workday defaults to your worker profile. To change the default see Set Default to Student Profile quick guide. Click the name with "student" underneath.

3. Click **Academics** tab from the menu.
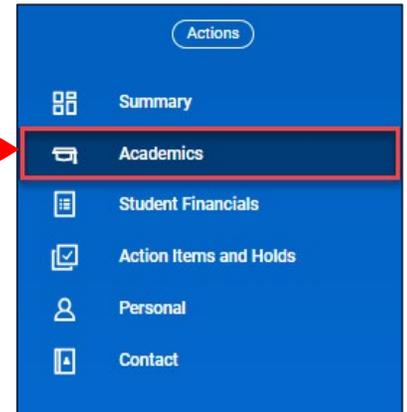
4. On the Overview sub-tab, click the **Add Program of Study** button.
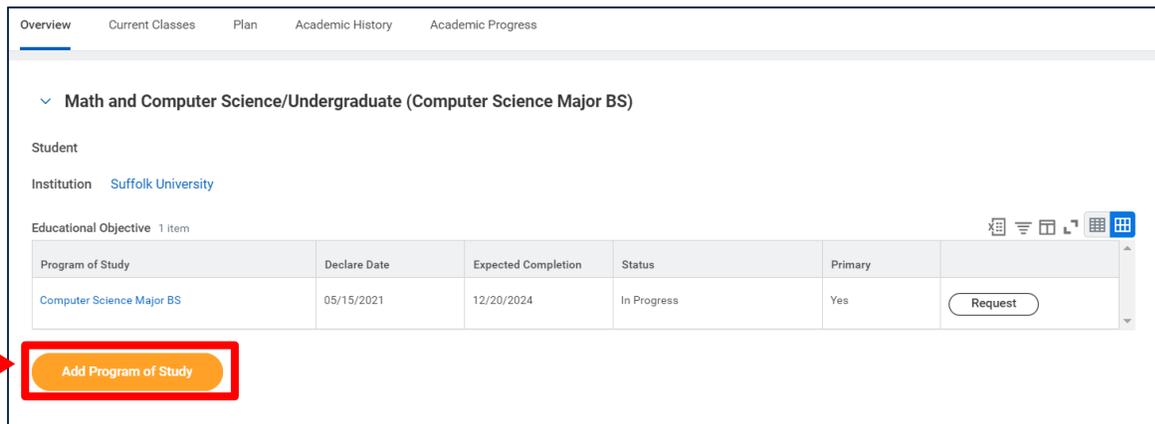
5. Your current program(s) of study will be shown. Select the **New Program of Study** to add.

6. Enter the **Expected Completion Date** for the added program of study. Most often this is the same date as your primary program of study.

7. The **Declare Date** defaults to the current date. Change if applicable.

8. Click **Submit**.

Program of Study	Is Primary	Bundled With	Academic Calendar	Academic Unit	Academic Level	Educational Credential	Declare Date	Expected Completion Date
Computer Science Major BS	Yes		Standard Suffolk Calendar	Math and Computer Science	Undergraduate	BS - Bachelor of Science	05/15/2021	05/18/2025

Add Programs of Study 1 item

	*New Program of Study	Bundled With	Academic Calendar	Academic Unit	Academic Level	Educational Credential	*Expected Completion Date
⊕	✕ Marketing Minor ☰ **[5]**	✕ Computer Science Major BS ☰	Standard Suffolk Calendar	Marketing	Undergraduate		05/18/2025 📅 **[6]**

[7] Declare Date * 07/26/2023 📅

[8] Submit   Cancel

You have submitted
Up Next: Student Records Academic Programs | Review Add Program of Study Record | Due Date 07/28/2023

View Details

APPROVAL WORKFLOW

The request will be routed to various groups including the Program Director Advisor or AU Chair, and University Registrar's Office for review.

To view the status of your request, go to **My Tasks** > **Archive**.

1. Select the **Add Program** event for the program you added.

2. Review the **Overall Status** of the task.

View Event
Add Program - Advertising Major BS - (2023 09 18): Hank Student
Advertising Public Relations and Social Media/Undergraduate (BS) - 08/28/2023 - Active
[...]

[xls] [PDF] ⌐⌐

09/18/2023 - In Progress: Multiple Parties

For	Hank Student	Advertising Public Relations and Social Media/Undergraduate (BS) - 08/28/2023 - Active

Overall Process   Add Program - Advertising Major BS - (2023 09 18): Hank Student
Advertising Public Relations and Social Media/Undergraduate (BS) - 08/28/2023 - Active

[2] Overall Status   In Progress

Due Date   10/02/2023

Calendars In Use   Consecutive Days (No Calendars Selected)

3. Click the **Process tab**.

    a. The **Process History** grid tells you the detailed status of your request and the individual(s) approving the event.

3 Process

a Process History 6 items

Process	Step	Status	Completed On	Due Date	Person (Up to 5)	All Persons
Add Program of Study Event	Add Program of Study Event	Step Completed	09/18/2023 07:29:05 AM	10/02/2023	Dana Assistant Dean	1
Add Program of Study Event	Approval by Program Director Advisor	Not Required		10/02/2023		0
Add Program of Study Event	Approval by AU Chair	Not Required		10/02/2023		0
Add Program of Study Event	Review Add Program of Study Record	Awaiting Action		09/20/2023	(Student Records Academic Programs)	3

4. If approved, you will see the update on the Overview of your Academics tab to **Successfully Completed**.

View Event

Add Program - Advertising Major BS - (2023 09 18): Hank Student
Advertising Public Relations and Social Media/Undergraduate (BS) - 08/28/2023 - Active

...

09/18/2023 - In Progress: Multiple Parties

For	Hank Student — Advertising Public Relations and Social Media/Undergraduate (BS) - 08/28/2023 - Active
Overall Process	Add Program - Advertising Major BS - (2023 09 18): Hank Student Advertising Public Relations and Social Media/Undergraduate (BS) - 08/28/2023 - Active

5 Overall Status   Successfully Completed

Due Date   10/02/2023

Calendars In Use   Consecutive Days (No Calendars Selected)

5. If your request is denied, you will receive a notification. Click the the link to see more details.

Add Program - Business Economics Major BSBA

You request to add program of study has been denied.

5 Details   Add Program - Business Economics Major BSBA - (2023 08 09 Finance/Undergraduate (BSBA) - 05/15/2023 - Active

6. Then click the **Process** tab to view the Process, Status, and Comment.

6 Process

Process	Status	Comment
Add Program of Study Event	Denied	Pending additional information