ADD A PROGRAM OF STUDY

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.

---

**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.
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.

   ![Process History Grid](image)

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

   ![View Event](image)

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](image)

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

   ![Process Table](image)