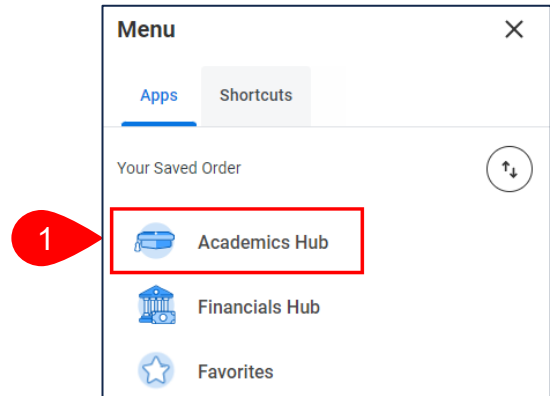


Description: This quick guide tells you how to make an alternative academic plan your primary plan.
Applies to: Students

CHANGE PRIMARY ACADEMIC PLAN

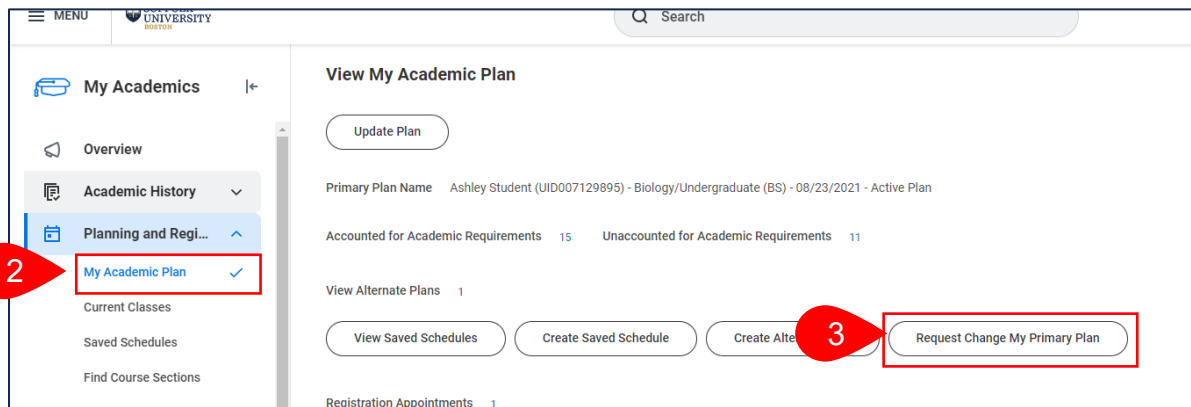
You may have multiple **Academic Plans**, however one plan must be primary. Students and Advisors can create Alternate Plans and can change an alternate plan to their primary academic plan as needed.

1. From your Workday home page, select the **Global Navigation Menu** and select **Academic Hubs**.



2. Under Planning and Registration, select **My Academic Plan**.

3. In the View My Academic Plan section, select **Request Change My Primary Plan**.



4. Select the **New Primary Plan** from the plans in the drop down.

5. Click **Submit**. The plan will immediately become your primary plan.

