CHANGE PRIMARY ACADEMIC PLAN

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

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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.

   ![Academics Hub](image)

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

   ![My Academic Plan](image)

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

   ![Request Change My Primary Plan](image)

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

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