



**Purpose:**

Change your major, minor, or other academic program:

- [Add](#) program of study
- [Change](#) program of study, including primary major
- [Remove](#) program of study

**Helpful Hints:**

- You have one **primary program of study**, which is your primary major and includes your core requirements. Additional majors or minors can be **bundled** with your primary program. When changing your program of study, make sure you are choosing the correct version for primary or secondary major. (More details below.)
- You can check your progress toward completing a different program before officially changing it! Use **Evaluate Academic Progress**. [Learn how.](#)
- Don't forget to update your **Academic Plan** after making changes to your program of study. [Learn how.](#)

### QUICK STEPS

[Workday](#) > [Student Profile](#) > Academics tab > Overview tab > Add Program of Study (to add) > Request (to change or drop)

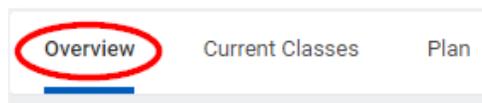
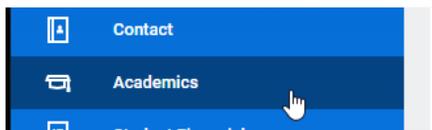
### FIND YOUR PROGRAM OF STUDY

1. In [Workday](#), start by going to your [Student Profile](#) by clicking your profile picture in the top right corner of any Workday screen.



→ If you are a student worker, clicking your picture will take you to your **worker profile**; **click your name under "Student" on your worker profile to switch views.**

- b. Click the **Academics** tab in the blue sidebar on the left. Then click the **Overview** tab at the top of the screen.



2. Overview shows your current **primary program of study**, any **bundled programs** of study, and programs you have **discontinued**. It also shows when you added the program (the "declare date") and your expected completion date, which is based on your start date.

Program of Study	Bundled Programs of Study	Declare Date	Expected Completion	Status	Primary	
<a href="#">History, BA</a>		09/01/2020	04/30/2023	In Progress	Yes	<a href="#">Request</a>
	<a href="#">Archaeology Minor</a>	09/01/2020	04/30/2023	In Progress	No	<a href="#">Request</a>

[Add Program of Study](#)    [Add Advisory Program](#)



## ADD, CHANGE, OR REMOVE PROGRAM OF STUDY

The process to follow depends on the change you are making: [Add](#); [Change](#); or [Remove](#).

## ADD PROGRAM OF STUDY

Use this option to keep your current programs and add an **additional** major or minor. To change or remove a program, use the alternate instructions, below.

- Follow steps 1-2, above. From Academics sidebar tab > Overview tab, click **Add Program of Study**.
- In the **New Program of Study** field, select your new program by using the drop-down lists, or type to search by name.
  - Helpful Hint:** Be careful to choose the correct version of your program of study. To add a second major, choose the program with “major” in its name. To add a minor, choose program named “minor.” Programs names that include the degree, e.g. “History, BA” are primary majors and normally cannot be added to an existing major.
- Once you select the new program, most of the other fields will populate automatically.

Add Programs of Study 1 item

	*New Program of Study	Bundled With	Academic Calendar	Academic Unit	Academic Level	Educational Credential
	<input type="text" value="x Geology Minor ..."/>	<input type="text" value="x History, BA ..."/>	Calvin University Academic Calendar	Geology, Geography, and Environment	Undergraduate	

- In the **Expected Completion Date**, type the same date listed above for your primary program of study. *This date must be the same for all of your programs.*
- Click **Submit**.

\*Expected Completion Date

## CHANGE PROGRAM OF STUDY

Use this option to **change** your program of study, including changing which program is primary.

- Follow steps 1-2, above. From Academics sidebar tab > Overview tab, click **Request** next to the program you want to change. You may need to scroll to see this button.

History, BA		09/01/2020	04/30/2023	In Progress	Yes	<b>Request</b>
-------------	--	------------	------------	-------------	-----	----------------

- Use the remove row icon to remove existing programs you no longer want.
- Use the add row icon to add a new program of study.
  - In the **New Program of Study** field, select your new program by using the drop-down lists, or type to search by name. (See next page for some helpful hints to complete this step and make sure you select the correct version of the new program.)



- **Helpful Hints:** Be careful to choose the correct version of your program of study. To add a second major, choose the program with “major” in its name. To add a minor, choose program named “minor.” Programs names that include the degree, e.g. “History, BA” are primary majors.
- If you are changing your **primary major**, you should change that row first; check the box to mark it as primary; and *then* add any bundled programs and select the new primary major in the **bundled with** field. *If you do not complete the steps in this order, you may receive an error.*

+	*New Program of Study	Is Primary	Bundled With
-	Geology, BS ...	<input checked="" type="checkbox"/>	
-	Archaeology Minor ...	<input type="checkbox"/>	Geology, BS ...

6. Once you select the new program, most of the other fields will populate automatically.
7. In the **Expected Completion Date**, type the same date listed above for your current program. *This date must be the same for all of your programs.*

\*Expected Completion Date

04/30/2023

8. If you changed your primary major, change the **bundled with** field for any other programs to bundle them with your new primary major.
9. You can add more rows if you need to add additional programs. Be sure to bundle them with your primary major, and to set the Expected Completion Date to match your other programs.
10. Click **Submit**. (The Reason is not a required field.)

## REMOVE PROGRAM OF STUDY

Use this option to **remove a program of study without replacing it with something else.**

You can only use this for bundled programs. To change your primary program, follow the steps for Option 2, above.

3. Follow steps 1-2, above. From Academics sidebar tab > Overview tab, click **Request** next to the program you want to change. *You may need to scroll to the right to see this button.* Then click **Remove Program of Study**.
4. On the Remove Program of Study screen, select by **checking the box** next to the program you wish to remove.

Archaeology Minor

5. Click the **Confirm** check box. (*The Removal Reason is not required.*) Then click **Submit**.



## AFTER SUBMITTING A PROGRAM CHANGE

- a. Your request will be reviewed and **approved by the Registrar's office**. Once approved, your new active programs will display on your student profile, and your academic progress page will update accordingly.
- b. If needed, you will also be assigned a new **advisor**. You do not need to request a new advisor at this time; the Registrar's office will review your current advisor and add or change advisors for you based on your new program.
- c. Don't forget to **update your academic plan** after changing your program of study! Your plan does *not* update automatically. If you changed your primary program of study, you may want to create a new plan. [Learn more about academic plans.](#)

## Troubleshooting & Frequently Asked Questions

### I changed my program. Why hasn't my academic progress updated yet?

- Your academic progress report will update to your new program as soon as your changes are approved. If you need to review your progress now, you can always use **Evaluate Academic Progress** to check your progress toward any program. [Learn how.](#)

### I don't see the option to add or request a change to my program of study. Why are those buttons missing from my Academics > Overview?

- You cannot request additional changes if you already have submitted a program of study change that has not yet been approved. Once your previous change is complete, you can request another.
- If you are not an active student, you may not be able to make changes until you become active again. For assistance, contact the Center for Student Success.

### I want to keep my major but request a new advisor. How do I do that?

- You can make this request in Workday. [Learn how.](#)