

This quick reference guide (QRG) provides instructions on how to evaluate a student's academic requirements when they want to switch to a different Program of Study in Workday. This process is commonly known as a "what-if" report, as it will evaluate the student's current credits in the context of a new Program of Study.

Complete the following steps to evaluate a student's academic requirements for a new Program of Study.

EVALUATE ACADEMIC REQUIREMENTS

From the Workday Home page:

1. Type and select 'Evaluate Academic Requirements for Student' in the search bar.

The *Evaluate Academic Requirements for Student* screen displays.

2. Enter the student's name in the **Student** field.
3. Click **OK**.
4. Click the **X** icon beside the Program of Study to remove the student's current program.

Program of Study	Is Primary
Business Associate of Science	<input checked="" type="checkbox"/>

5. Select the new **Program of Study** to evaluate from the dropdown list.
6. Check the **Is Primary** checkbox for the student's desired Program of Study.

*Program of Study	Is Primary
General Education Associate of Arts	<input checked="" type="checkbox"/>

7. Click **OK** to run the report.
8. Click **Done**.



Note: You must click **Done** before taking the next step of the process, or the report will not open.

9. Click the link in the upper right-hand corner that notes 'Your job has finished'.

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Your job has finished.

10. Review the report.
11. Click **Done**.