

# Change Program of Study for a Student

This quick reference guide (QRG) provides instructions on how to change a student's program of study in Workday. Additionally, this QRG provides instruction on how to change a student's program of study to include a concentration. These processes can only be completed if the student's account is active and has an In Progress Program of Study. If you need to add, remove, or edit a program of study, please access the Academic Foundations: Add, Remove, or Edit a Program of Study for a Student QRG.

To change a student's program of study, complete the following steps.

## CHANGE PROGRAM OF STUDY

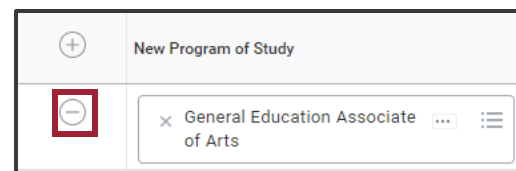
From the Workday Home page:

1. Search for the student by typing the student's name or identification number in the search bar.
2. Select the student to access their student profile.
3. Select the **Academics** from the Student Profile Menu.
4. Select the **Overview** tab.
5. Click the **Request** button at the end of the student's current In Progress Program of Study.

Program of Study	Declare Date	Expected Completion	Status	Primary	
General Education Associate of Arts	05/28/2024	05/15/2026	In Progress	Yes	<b>Request</b> ▼

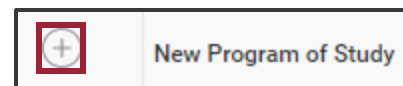
6. Select **Change Program of Study Record** from the dropdown list.

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7. Click the **Remove Row** button beside the student's current Program of Study.

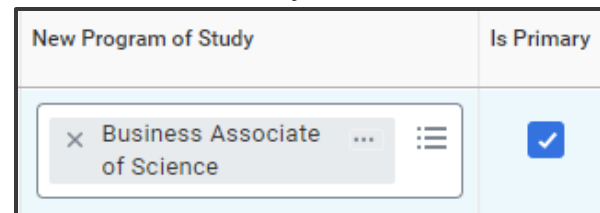


Note: This will remove the student's current Program of Study to allow you to "change" them to a new Program of Study. If the student would like to remain in the current Program of Study, please access the Add, Remove, or Edit a Program of Study for a Student QRG.

8. Click the **Add Row** button beside **New Program of Study**.



9. Click the **Add Row** button beside **New Program of Study**.
10. Select the **New Program of Study** from the dropdown list.
11. Check the 'Is Primary' box.



## Change Program of Study for a Student

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12. Enter the **Expected Completion Date**.
13. Optional – Select a **Reason** from the dropdown list.
14. Optional – Edit the **Declare Date** if necessary.
15. Click **Submit**.



Note: Depending on your security role and your institution's configuration, changing a program of study could initiate a business process that requires approvals. This business process must be completed before the change will be reflected on the student's profile.

## CHANGE PROGRAM OF STUDY TO INCULDE A CONCENTRATION

From the Workday Home page:

1. Search for the student by typing the student's name or identification number in the search bar.
2. Select the student to access their student profile.
3. Select the **Academics** from the Student Profile Menu.
4. Select the **Overview** tab.
5. Click the **Request** button at the end of the student's current In Progress Program of Study.
6. Select **Change Program of Study Record** from the dropdown list.

7. If necessary, remove the student's current primary program of study and select the appropriate **New Program of Study** for the student.
8. Click the **Add Row** button.

Change Programs of Study 1 item	
<div><div></div><div></div></div>	New Program of Study

9. Click the **New Program of Study** field and select **Program of Study Type** from the dropdown list.
10. Select Your Institutions Acronym **Program Concentration**.

	New Program of Study	Is Primary
<div><div></div><div></div></div>	<div><div>Search</div><div><div>← Program of Study Type</div><div>UAPTC Certificate &gt;</div><div>UAPTC Major &gt;</div><div>UAPTC Non-Degree &gt;</div><div>UAPTC Program Concentration &gt;</div></div></div>	<div><div></div><div><input checked="" type="checkbox"/></div></div>

11. Select the appropriate Program Concentration from the dropdown list.



Note: The selected concentration will show as **Bundled With** the primary program of study.

	New Program of Study	Is Primary	Bundled With
+	<div>Computer Information Systems Associate of Applied Science, Concentration in Cybersecurity</div>	<input type="checkbox"/>	<div>Computer Information Systems Associate of Applied Science</div>
-	<div>Computer Information Systems Associate</div>	<input checked="" type="checkbox"/>	

12. Enter the **Expected Completion Date**.
13. Optional – Select a **Reason** from the dropdown list.
14. Optional – Edit the **Declare Date** if necessary.
15. Click **Submit**.



Note: Depending on your security role and your institution's configuration, changing a program of study could initiate a business process that requires approvals. This business process must be completed before the change will be reflected on the student's profile.