Declare My Major (Program of Study)

Overview

Declare your major--called a Program of Study in Workday

Process

1. On your Workday homepage, click **on your photo in the upper right hand corner (this may also appear as a blue cloud icon if you have not submitted a photo**

2. Click **View Profile**
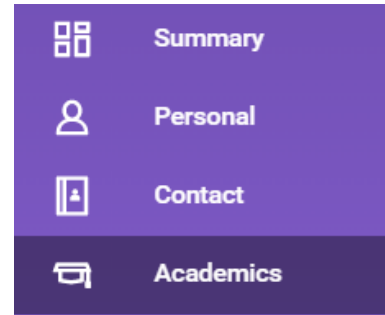
   Note that if you are a student worker, Workday will default to your worker profile. Locate the box containing links to both your worker and student profile. Click on your name under "Student"

Student | Amherst College

3. On the left menu of your student profile, click **Academics**

4. On the next screen, find the **Educational Objective** box. **If you are UNDECLARED,** click **Request,** then select **Change My Program of Study** from the drop-down menu

   If you are adding an additional major, click the Add Program of Study button rather than Request, and skip to step 8

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5. Next, click the **X** in the box that reads **Undeclared**

⊕	*New Program of Study
⊖	✕ Undeclared ☰

◀

6. Click on the now empty box and select your intended program of study and check the **Is Primary** box

	*New Program of Study	Is Primary
⊕		
⊖	✕ Astronomy ☰	☑

7. Click the **Reason** box and select **Student Initiated**. The declare date will auto-populate

Reason * | ✕ Student Initiated ☰

8. If you are adding an additional major, click the plus sign (+) above your current program of study and enter the additional program in the box

9. Click **Submit**