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”

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

Student

Your Name

Student | Amherst College

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

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

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

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