



Declare My Major (Program of Study)

Overview

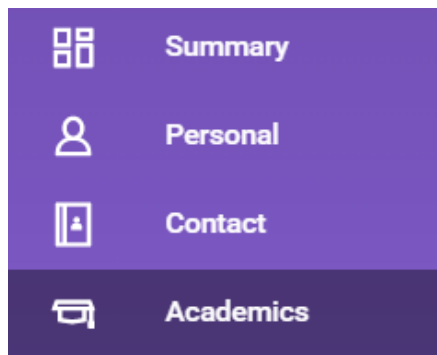
Declare your major--called a Program of Study in Workday

Process

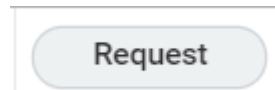
1. On your Workday homepage, click **on your photo in the upper right hand corner (this may also appear as a blue cloud icon if you have not submitted a photo)**



2. Click **View Profile**
3. On the left menu of your student profile, click **Academics**



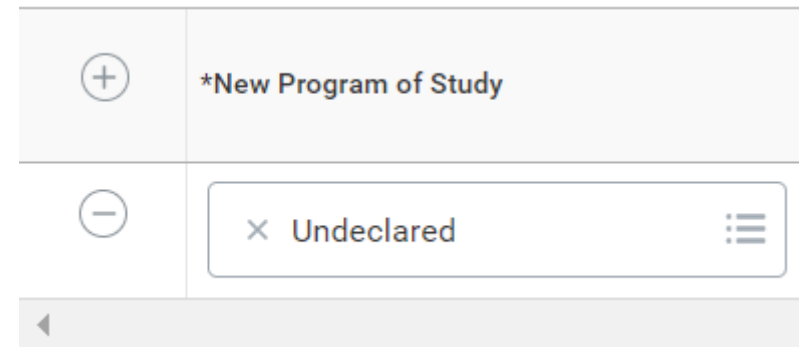
4. On the next screen, find the **Educational Objective** box. **If you are Undeclared**, click **Request**, then select **Change My Program of Study** from the drop-down menu



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



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





Declare My Major (Program of Study)

- 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	<input checked="" type="checkbox"/>

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

Reason *

- 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
- Click **Submit**