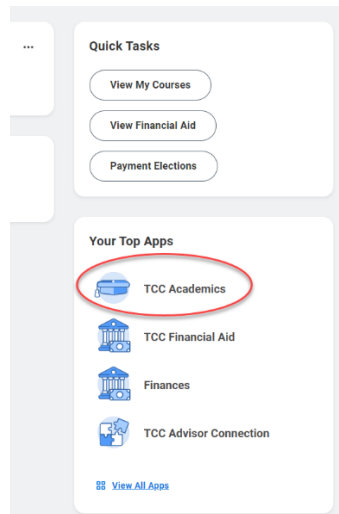


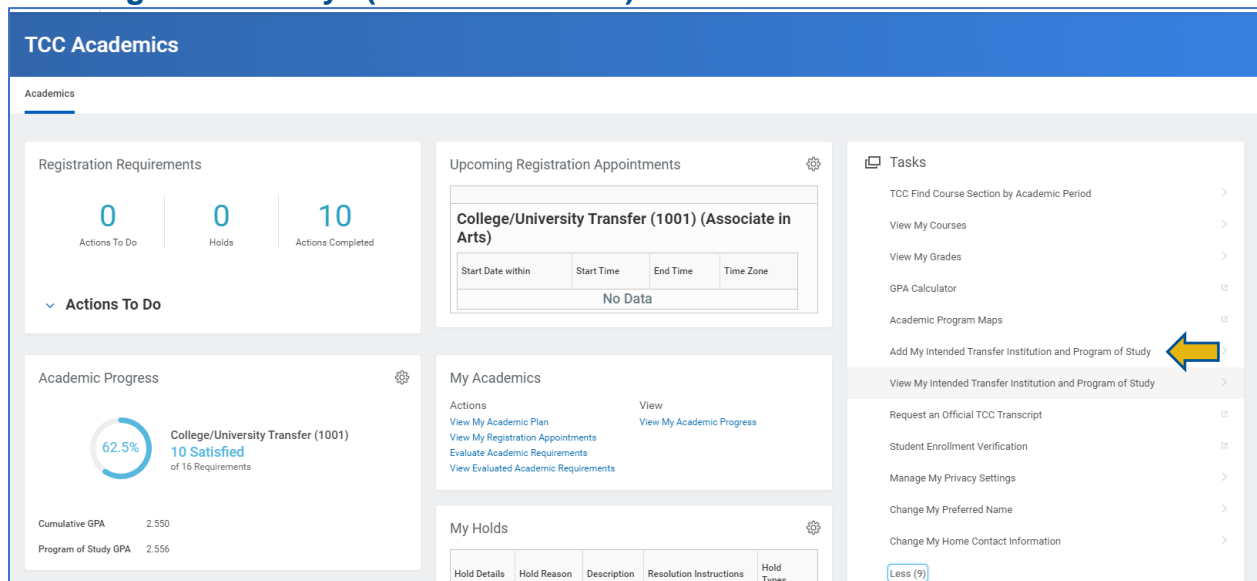
## Adding/Changing Your Major or Intended Transfer School

After logging into Workday, follow the steps below to carry out the process.

From your dashboard, click on “TCC Academics”.



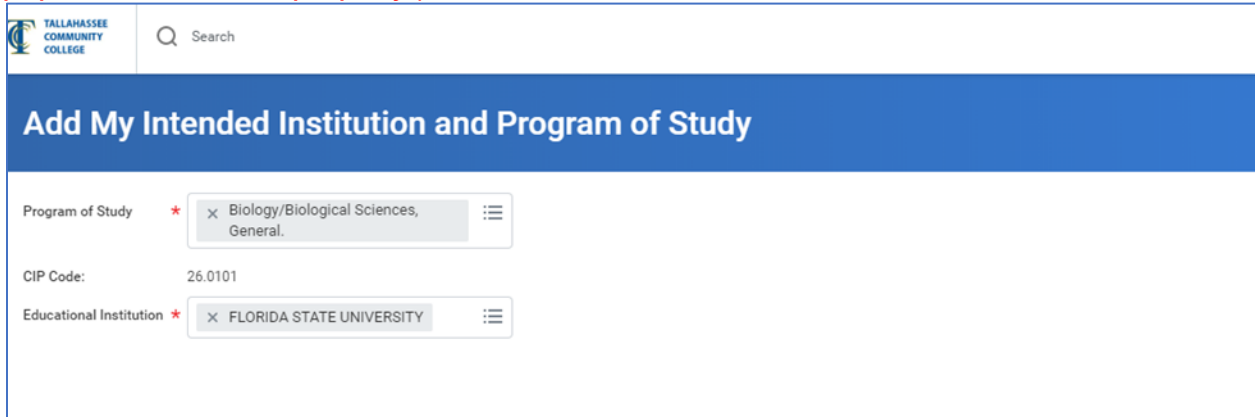
In the next window, go to the “Tasks” section on the right side of the screen and expand it to show all tasks, then click on “Add My Intended Transfer Institution and Program of Study” (see arrow below).



*\*All information within this document is based on a fictitious student and serves a training need only. None of the images, records or finances are from an actual student; the details are not meant to be accurate.*

In the next window, fill in the boxes marked “Educational Institution” and “Program of Study” (major) in that order as desired, then click the “OK” button at the bottom of the window. When prompted, click “Done.”

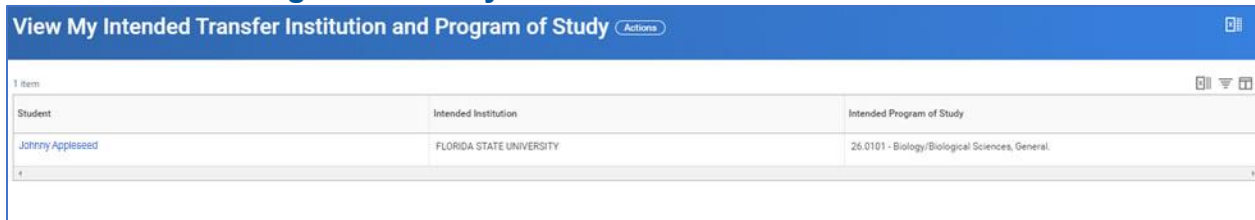
*(NOTE: If you are changing to a different Educational Institution and/or Program of Study, you must first change your Program of Study to “Undecided;” next, update the Educational Institution; and finally select the correct Program of Study. This will populate all choices properly.)*



The screenshot shows a web interface for Tallahassee Community College. At the top left is the college logo and a search bar. The main heading is "Add My Intended Institution and Program of Study". Below this, there are three input fields:

- Program of Study**: A dropdown menu with a red asterisk, currently showing "Biology/Biological Sciences, General." with a close button (x) and a menu icon (three horizontal lines).
- CIP Code**: A text input field containing "26.0101".
- Educational Institution**: A dropdown menu with a red asterisk, currently showing "FLORIDA STATE UNIVERSITY" with a close button (x) and a menu icon (three horizontal lines).

After confirming the changes, you can click “View My Intended Transfer Institution and Program of Study” to review these items.



The screenshot shows a table titled "View My Intended Transfer Institution and Program of Study" with an "Actions" button. The table has three columns: "Student", "Intended Institution", and "Intended Program of Study". There is one row of data:

Student	Intended Institution	Intended Program of Study
Johnny Applesseed	FLORIDA STATE UNIVERSITY	26.0101 - Biology/Biological Sciences, General.

*\*All information within this document is based on a fictitious student and serves a training need only. None of the images, records or finances are from an actual student; the details are not meant to be accurate.*