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 “Academic and Advising Hub”.

In the next window, open Navigation pane on the left side of the screen and expand it to show all Suggested Links, then click on “Add My Intended Transfer Institution and Program of Study” (see arrow below).

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In the next window, check your Active Academic Record.

Add My Intended Institution and Program of Study

In the next window, FIRST fill in the boxes marked “Educational Institution” and then SECOND, “Program of Study” (major) in that order, 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.)

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

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