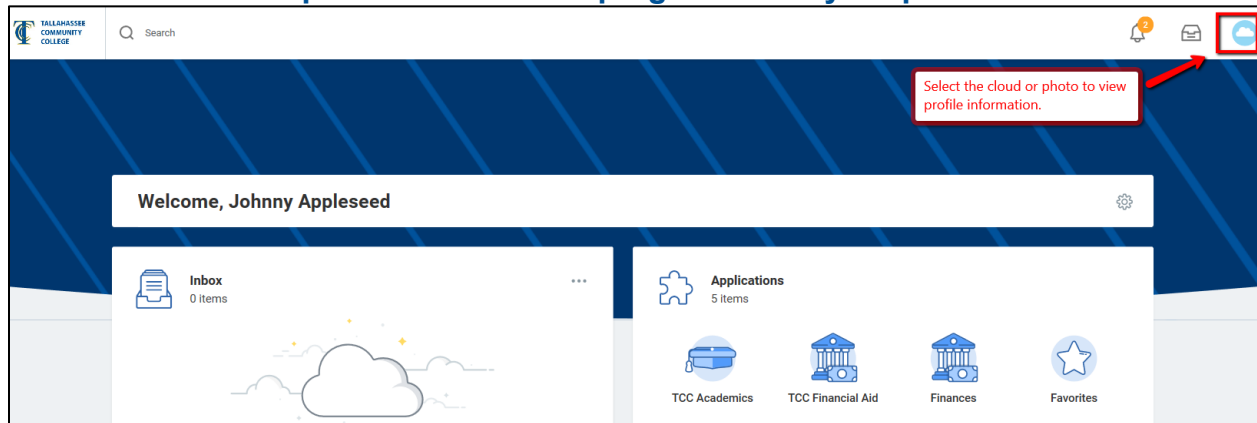




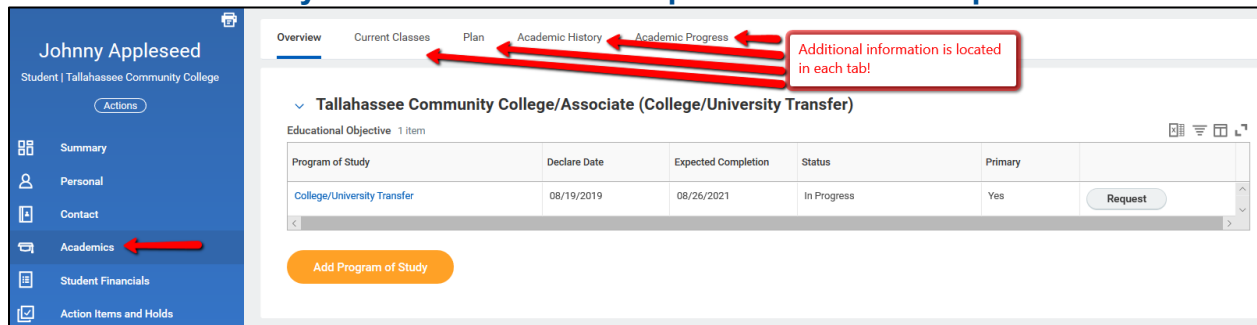
Changing Your Program of Study (Major)

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

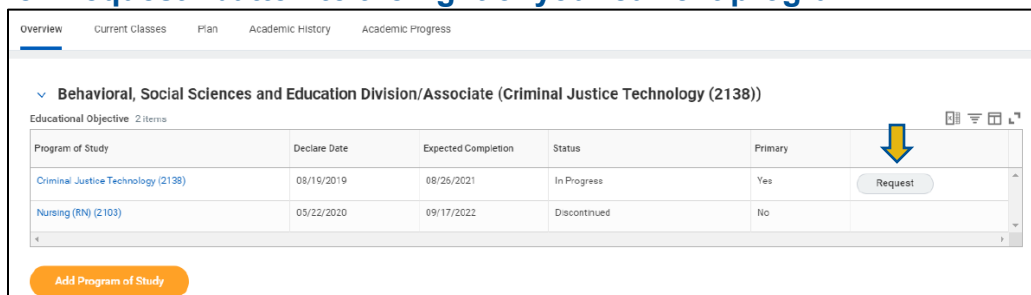
Select the cloud or photo icon at the top right to view your profile.



Within your student profile, select “Academics” from the left menu. In the academics section you will see additional options across the top.



In the Overview tab, you’ll find your current and any past program(s) of study. Click the “Request” button to the right of your current program.



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In the “New Program of Study” box, click the X at the top-left of your current program title to clear out the box.

Change My Program of Study

1 item

Current Programs of Study					
Program of Study	Is Primary	Bundled With	Academic Calendar	Academic Unit	Academic Level
Criminal Justice Technology (2138)	<input checked="" type="checkbox"/>		TCC Standard Calendar	Behavioral, Social Sciences and Education Division	Associate

1 item

<input type="checkbox"/>	*New Program of Study	Is Primary	Bundled With	Academic Calendar	Academic Unit
<input type="checkbox"/>	<input type="text" value="x Criminal Justice Technology (2138)"/>	<input checked="" type="checkbox"/>		TCC Standard Calendar	Behavioral, Social Sciences and Education Division

In the menu that appears, click “All Programs of Study” to view the list of available programs.

1 item

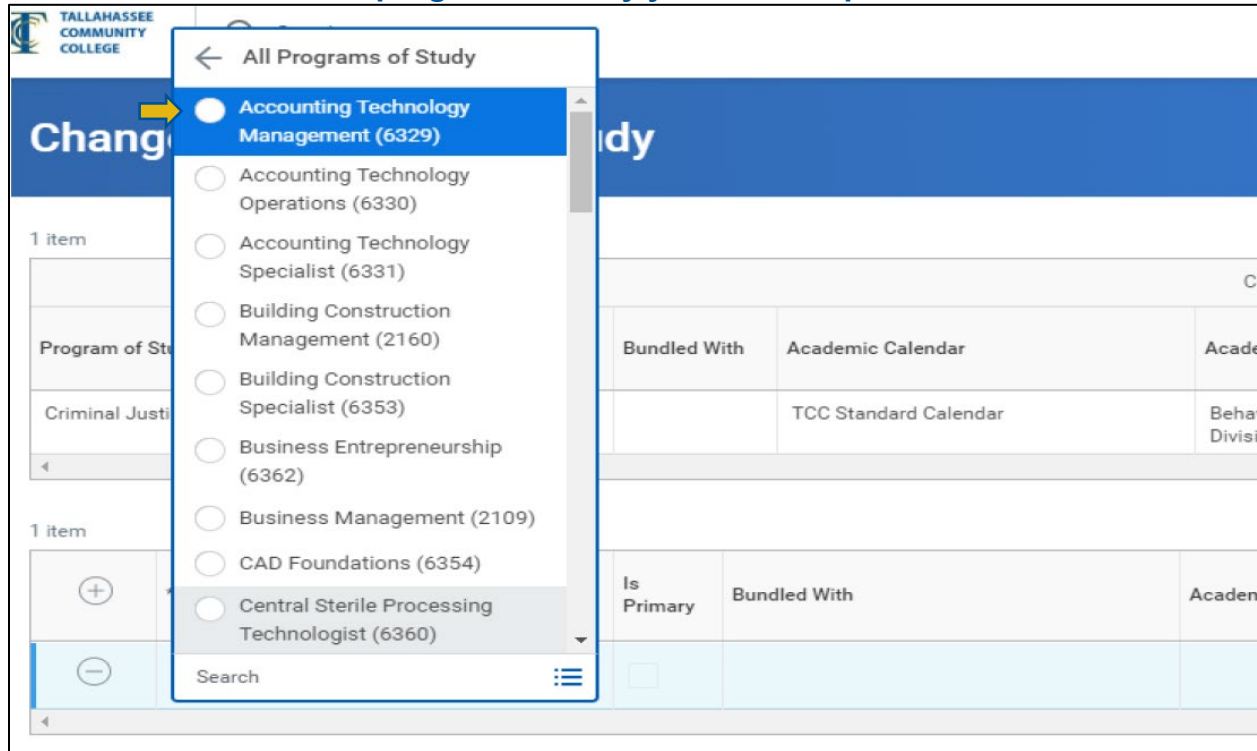
Program of Study	Is Primary	Bundled With	Academic Calendar
Criminal Justice Technology (2138)	<input checked="" type="checkbox"/>		TCC Standard Calendar

1 item

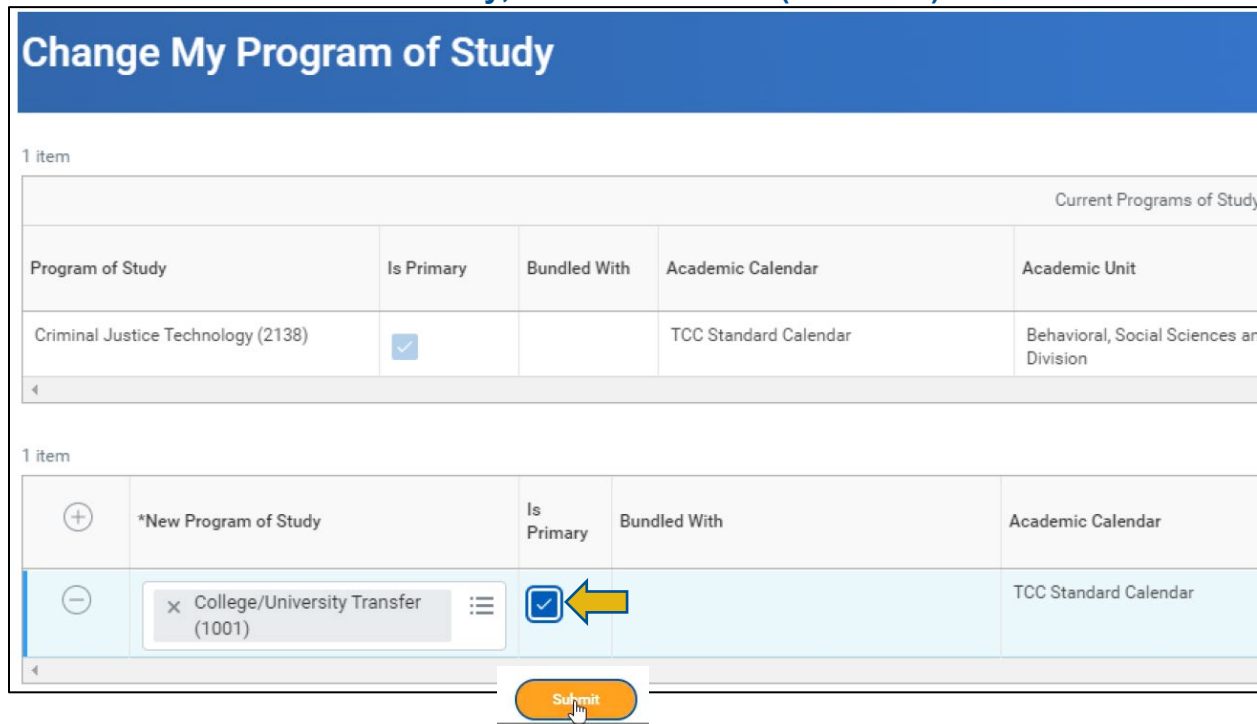
<input type="checkbox"/>	<input type="text" value="x Criminal Justice Technology (2138)"/>	Is Primary	Bundled With
<input type="checkbox"/>	<ul style="list-style-type: none">Advisory Programs of Study >Program of Study Type >All Programs of Study >Search <input type="text"/>	<input type="checkbox"/>	

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Find and select the new program of study you'd like to pursue.



Check the box under “Is Primary,” add a comment (if needed) and click “Submit.”



Note: When you submit the request, it may go to an advisor for approval or denial. If approved, check your Workday Student inbox to complete the final steps of confirming you want to make the program change and updating your Academic Plan.

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After your request is approved by an advisor, check your Workday Student inbox for a message like the one below. Download the “How to Update Your Academic Plan” file for future use, review the Signature Statement, then check “I Agree” and click “Submit.”

The screenshot shows a Workday Student inbox interface. At the top left is the Tallahassee Community College logo and a search bar. The main header is 'Inbox'. Below it, there are filters for 'Actions (2)' and 'Archive'. A list of items is shown, including 'Change Program (2020 06 17): Start Up - Tallahassee Community College/Non-Degree () - Active' and 'Continuing Student Onboarding for: Start Up - Tallahassee Community College/Non-Degree () - Active'. The main content area is titled 'Review Documents' and contains a notification for 'Review Documents for Change Program (2020 06 17): Start Up - Tallahassee Community College/Non-Degree () - Active'. It lists documents: 'How to Update Your Academic Plan', 'Signature Statement', and 'I Agree' (with a checked checkbox). There is a 'Comment' text box and buttons for 'Submit', 'Save for Later', and 'Cancel' at the bottom.

In the next window, click the “To Do” button (see arrow below).

The screenshot shows a Workday Student inbox interface. At the top left is the Tallahassee Community College logo and a search bar. The main header is 'Inbox'. Below it, there are filters for 'Actions (2)' and 'Archive'. A notification states 'You have new inbox items.' with a 'Refresh' button. The main content area is titled 'You have submitted' and contains a notification for 'Change Program (2020 06 17): Start Up - Tallahassee Community College/Associate (Associate in Arts) - Active'. Below this, there are sections for 'Up Next' and 'Others Awaiting My Action'. The 'Up Next' section shows 'Start Up' and 'Update Academic Plan' with a 'To Do' button highlighted by a yellow arrow. There is also a 'Details and Process' link. A 'Done' button is at the bottom.

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You will see a window like the one below. Review the instructions for updating your Academic Plan, enter any comments if needed, and click Submit.



Search

Complete To Do

Update Academic Plan Actions

For Start Up - Tallahassee Community College/Associate (Associate in Arts) - 06/17/2020 - Active

Overall Process [Change Program \(2020 06 17\): Start Up - Tallahassee Community College/Associate \(Associate in Arts\) - 06/17/2020 - Active](#)

Overall Status Successfully Completed

Instructions Please update your academic plan or work with your advisor to complete the following steps:
1. Go to your Profile, Academics and select Plan tab.
2. Select Create Alternate Plan.
3. Enter Alternate Plan Name, Program of Study and Academic Plan Template as needed, click OK
4. Review Alternate Plan and make changes as needed, click OK & Done
5. Click Request Change Primary Plan
6. Select Primary Plan, click Submit & Done.



enter your comment

Submit

Save for Later

Close

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