

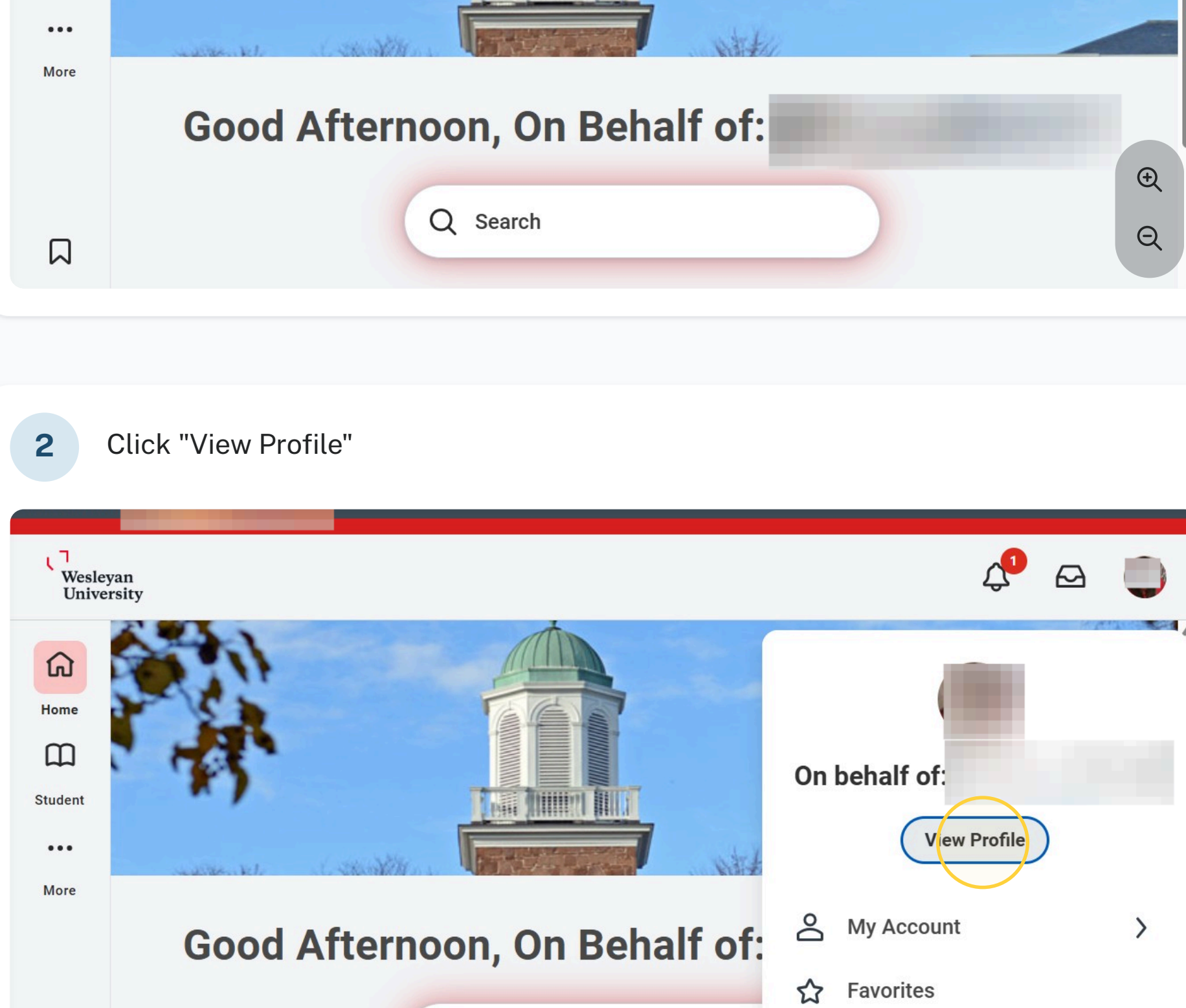
How to Submit a Major Declaration Request

This guide provides a walkthrough for updating your major. It will show a major with concentrations and a major without concentrations so you know how to declare both types.

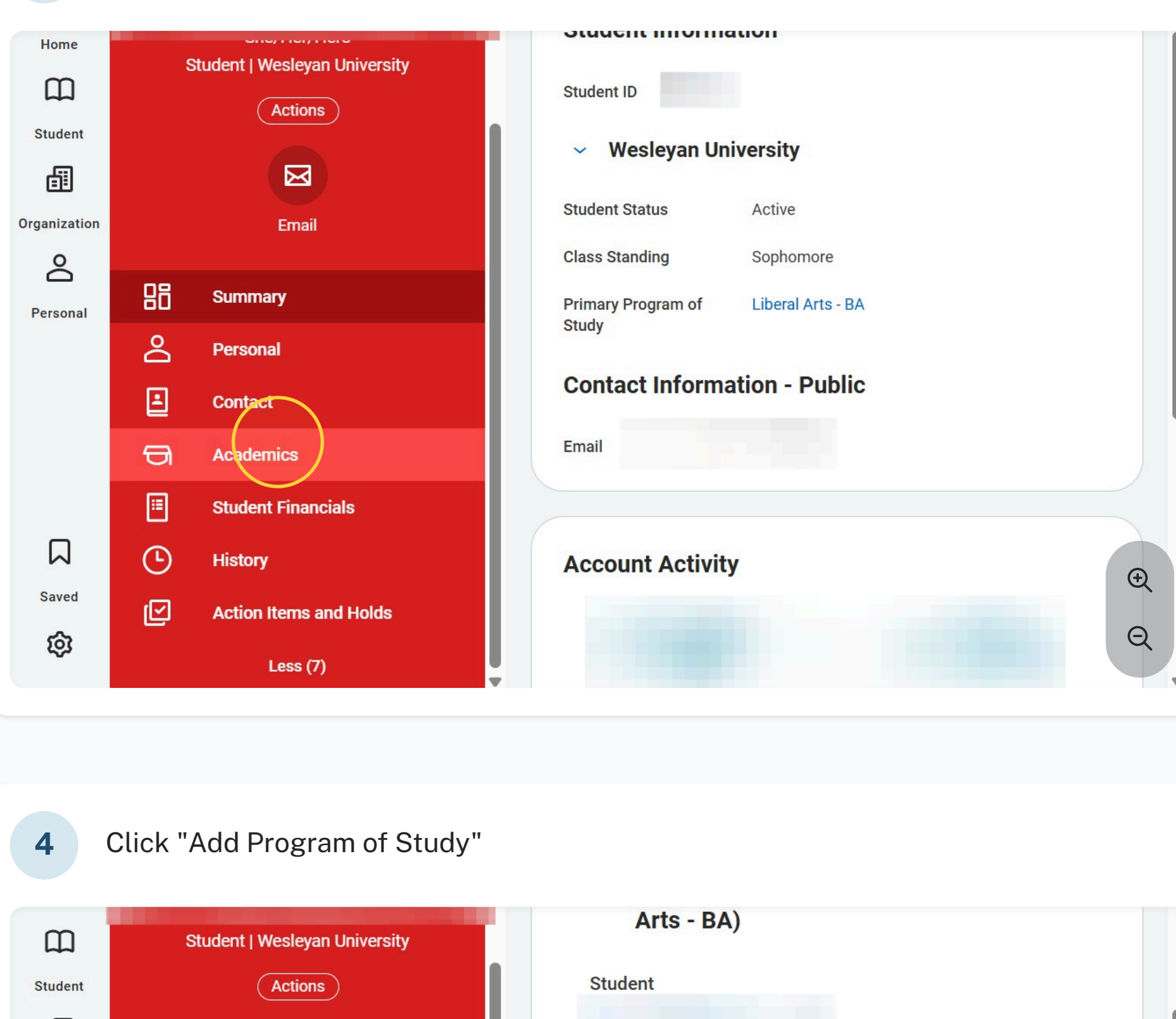
Registrar Office 19 steps 2 minutes ⌚ today



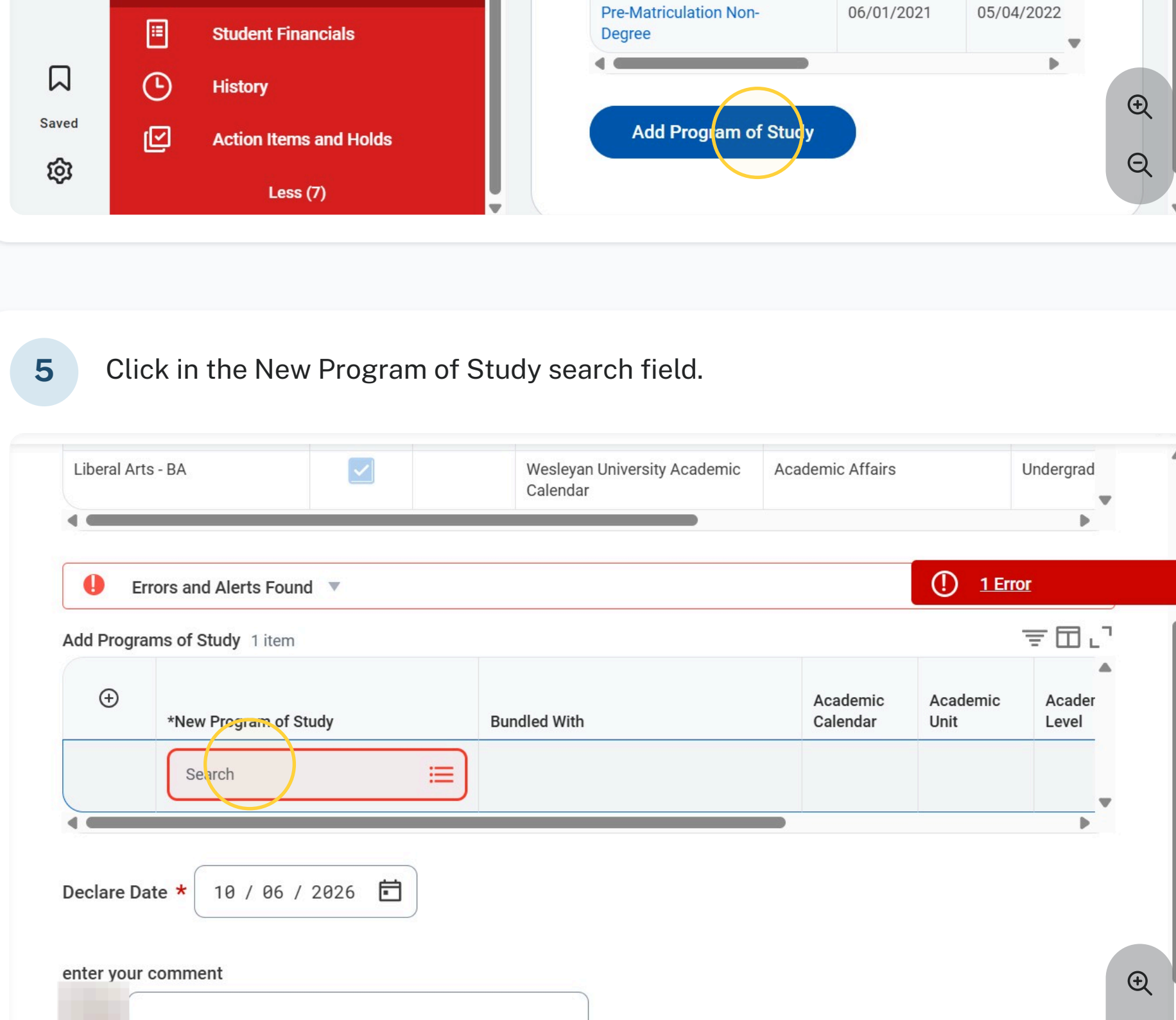
1 Go to Workday and click on your Profile icon.



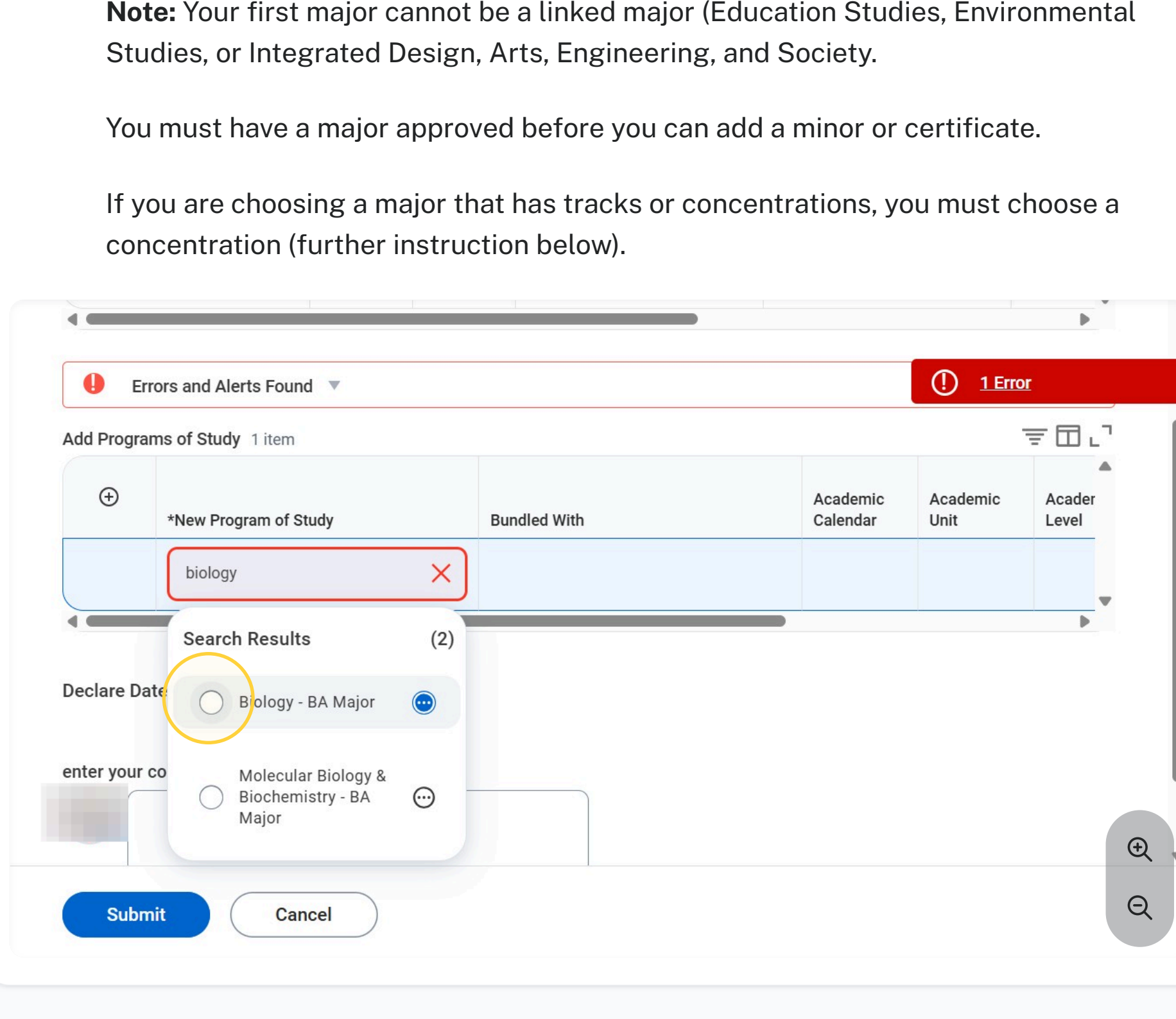
2 Click "View Profile"



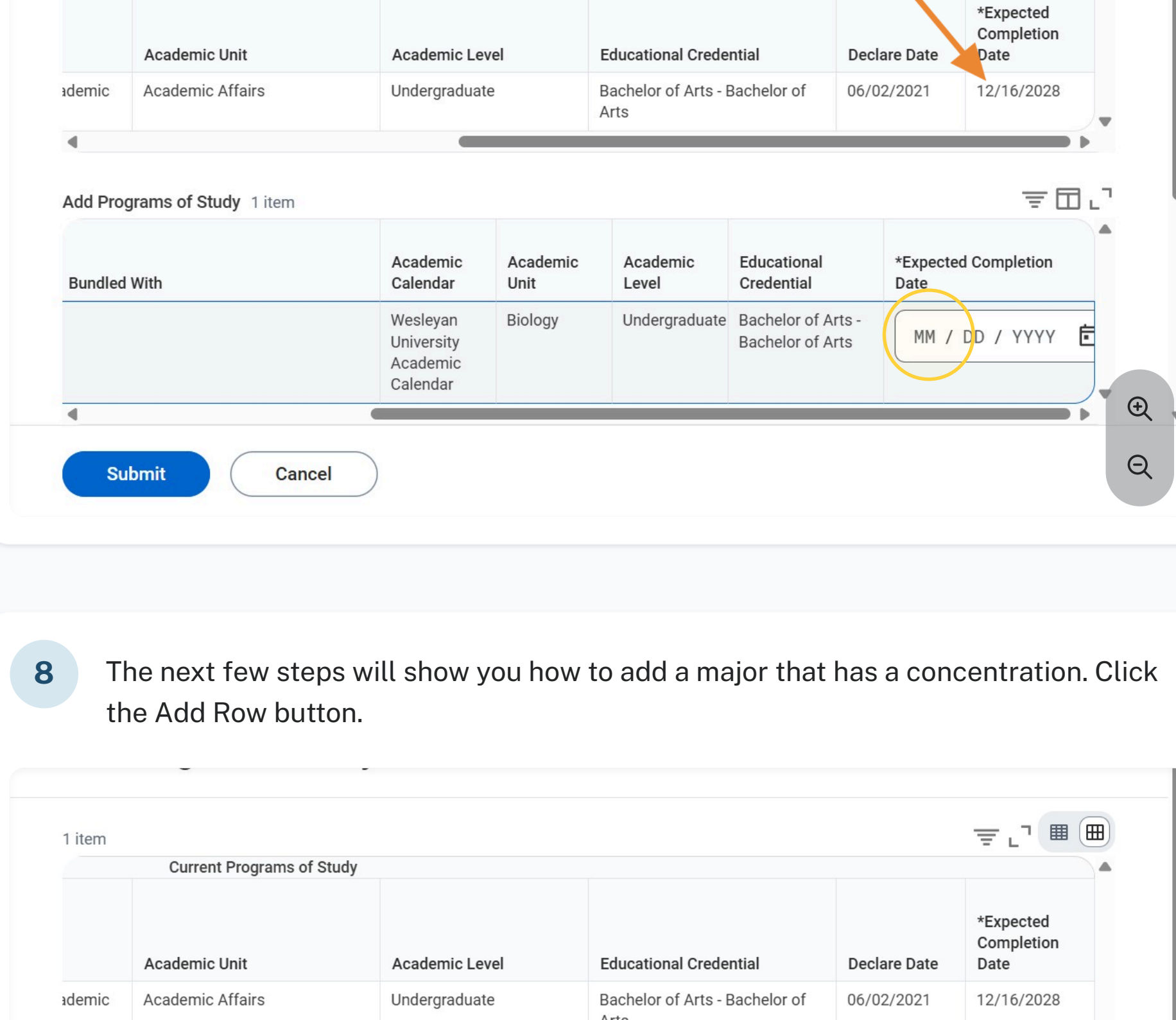
3 Click "Academics"



4 Click "Add Program of Study"



5 Click in the New Program of Study search field.

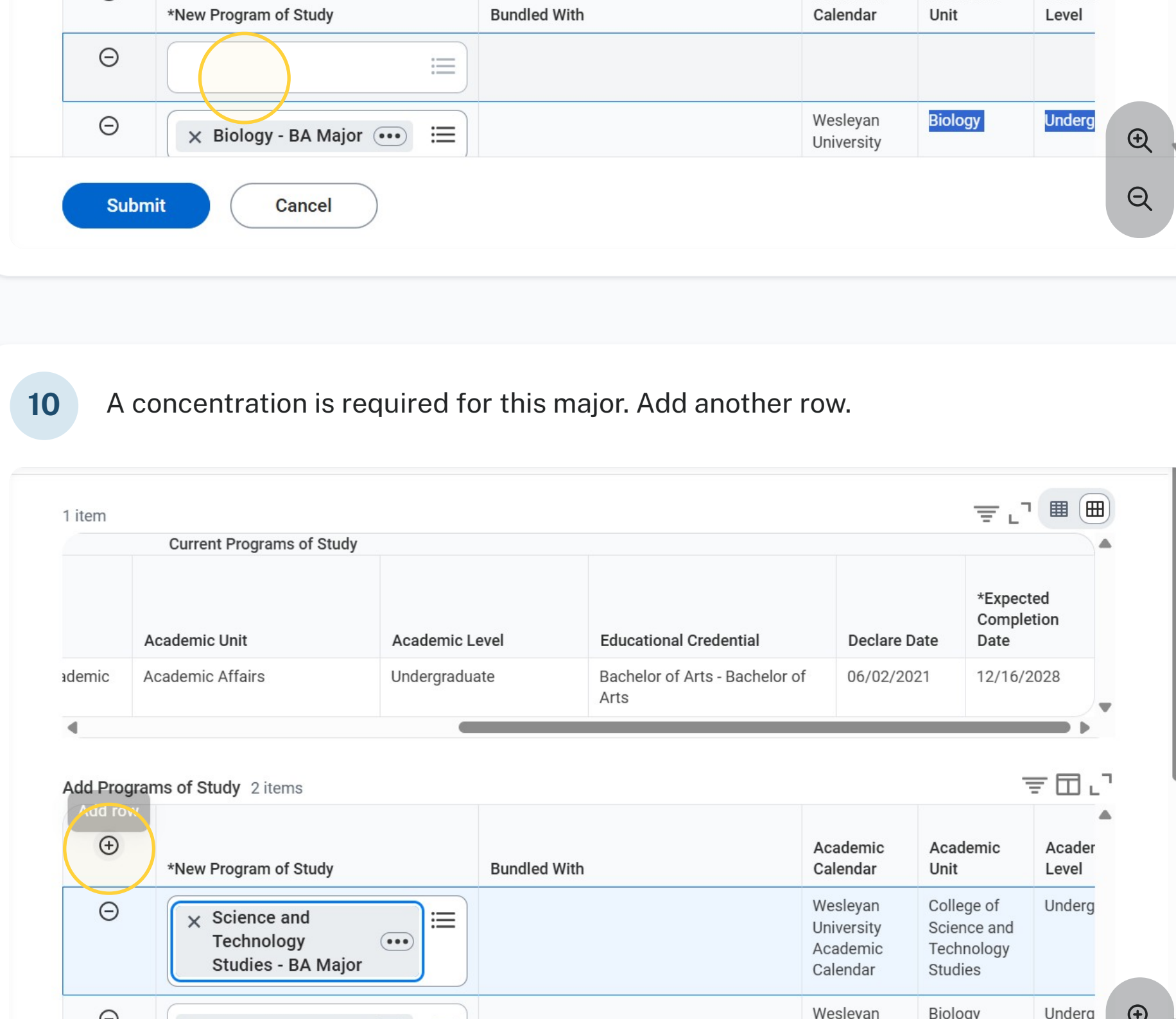


6 Type in the name of the major you're interested in declaring. Click the radio button next to the correct results.

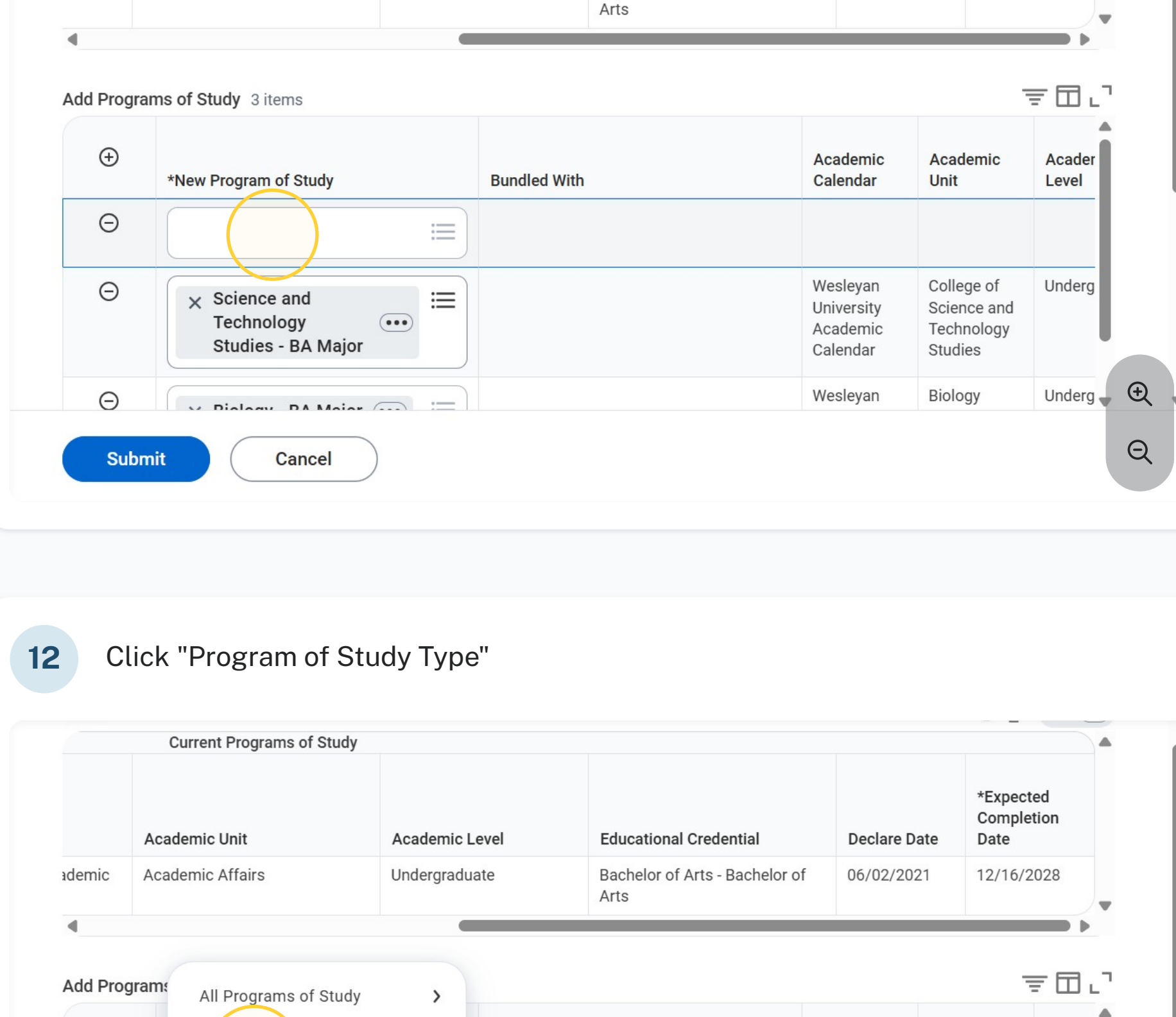
Note: Your first major cannot be a linked major (Education Studies, Environmental Studies, or Integrated Design, Arts, Engineering, and Society).

You must have a major approved before you can add a minor or certificate.

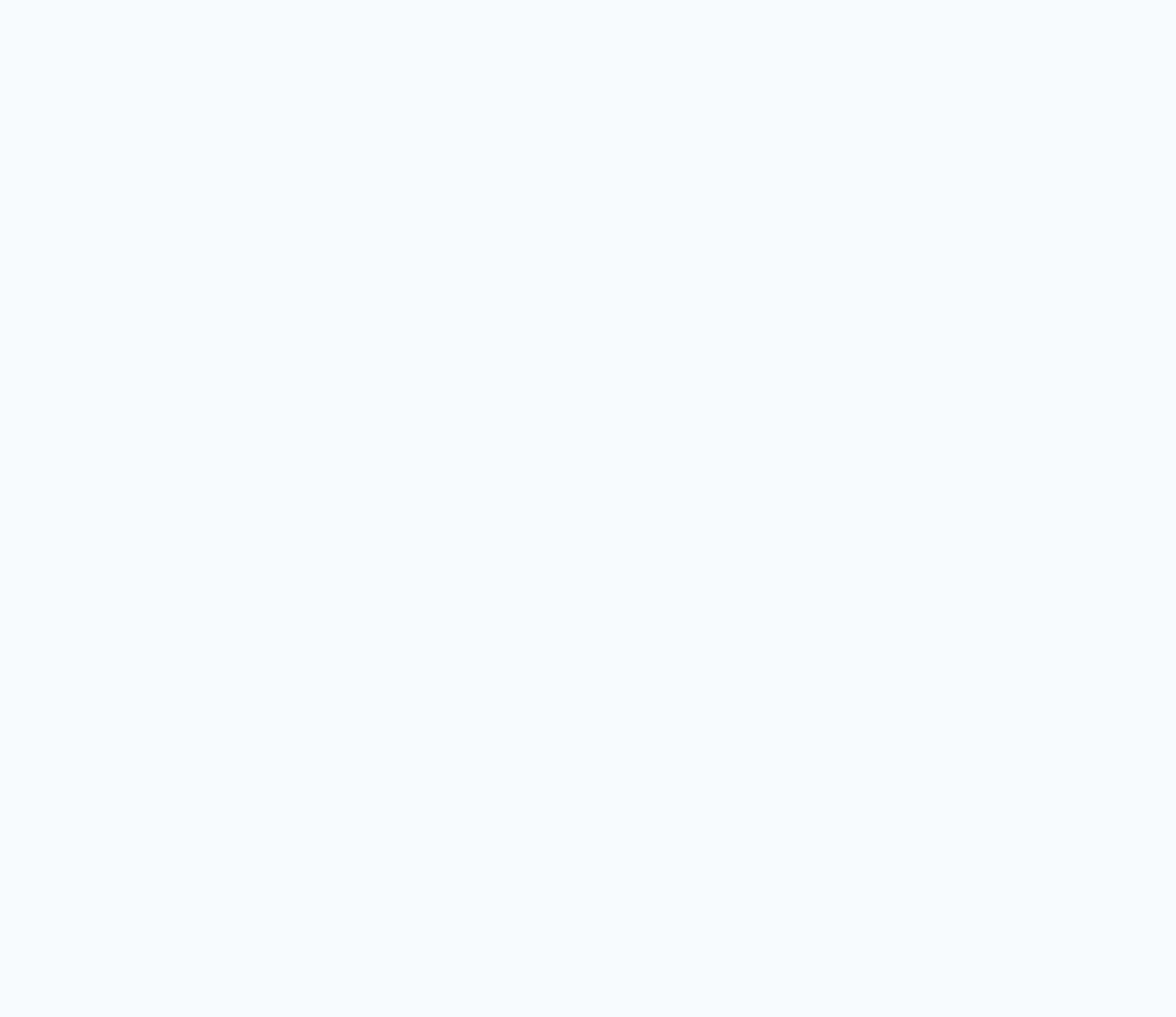
If you are choosing a major that has tracks or concentrations, you must choose a concentration (further instruction below).



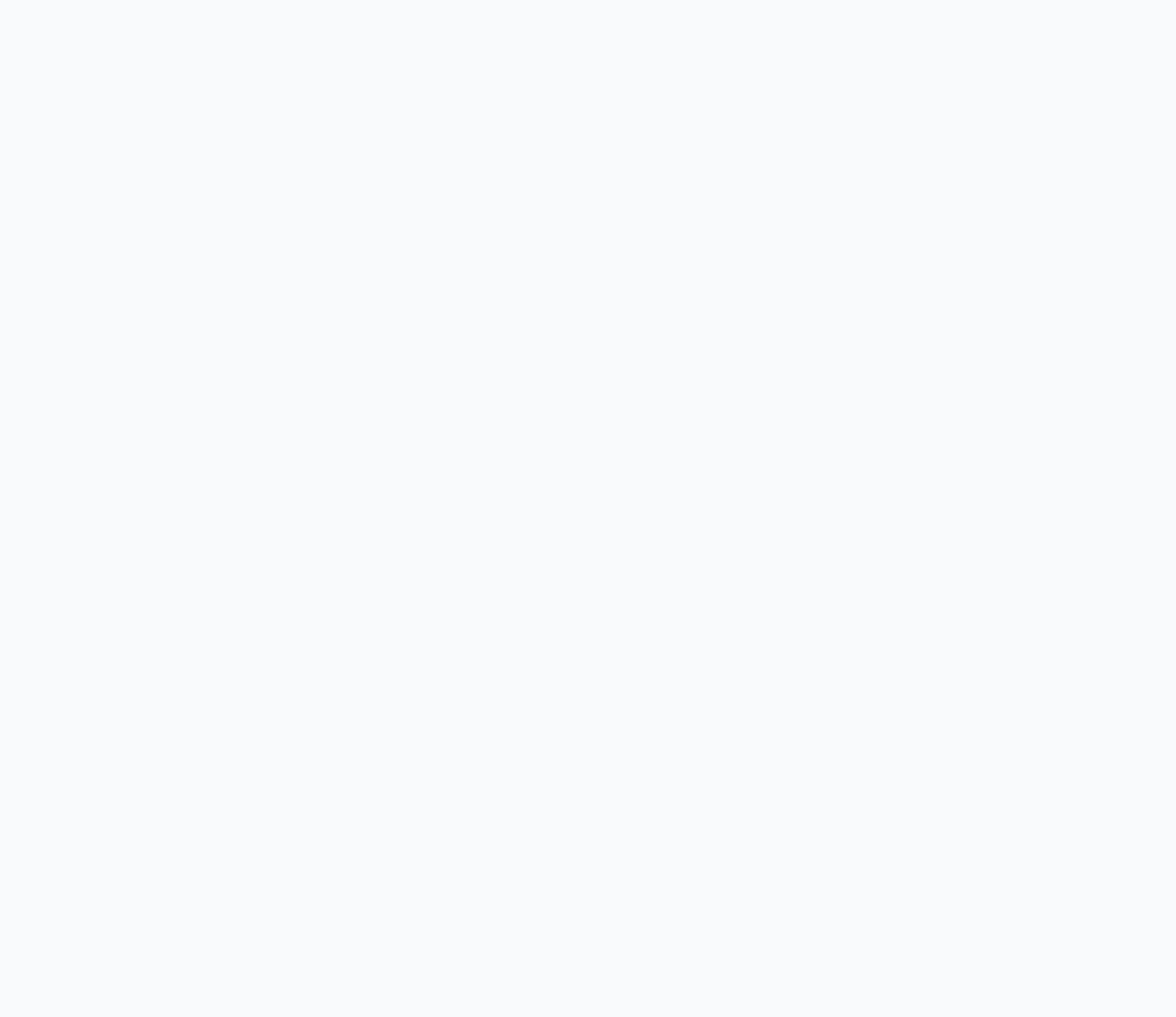
7 Enter your expected completion date. It is listed in the upper right hand corner of your screen if you're unsure of the date.



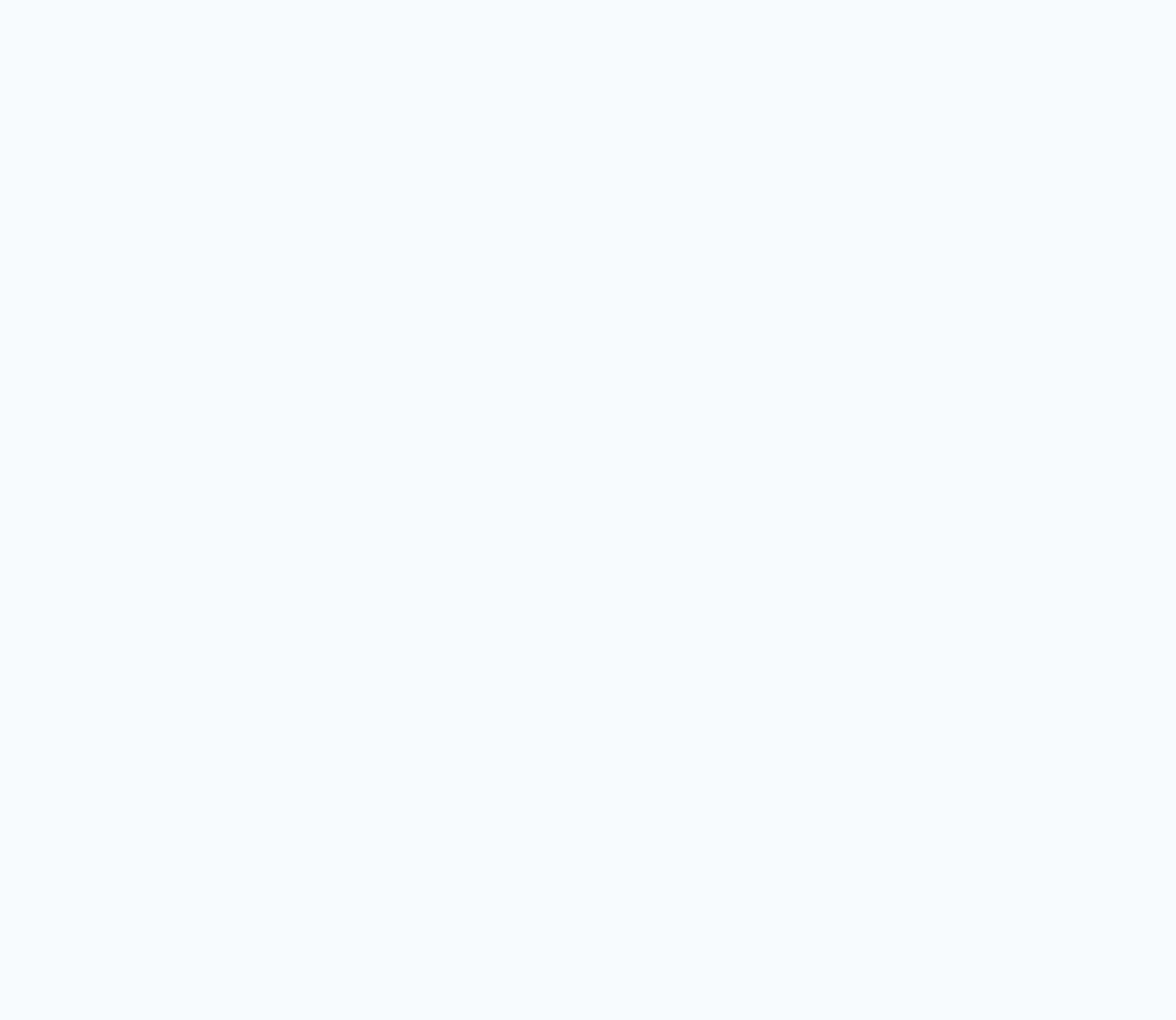
8 The next few steps will show you how to add a major that has a concentration. Click the Add Row button.



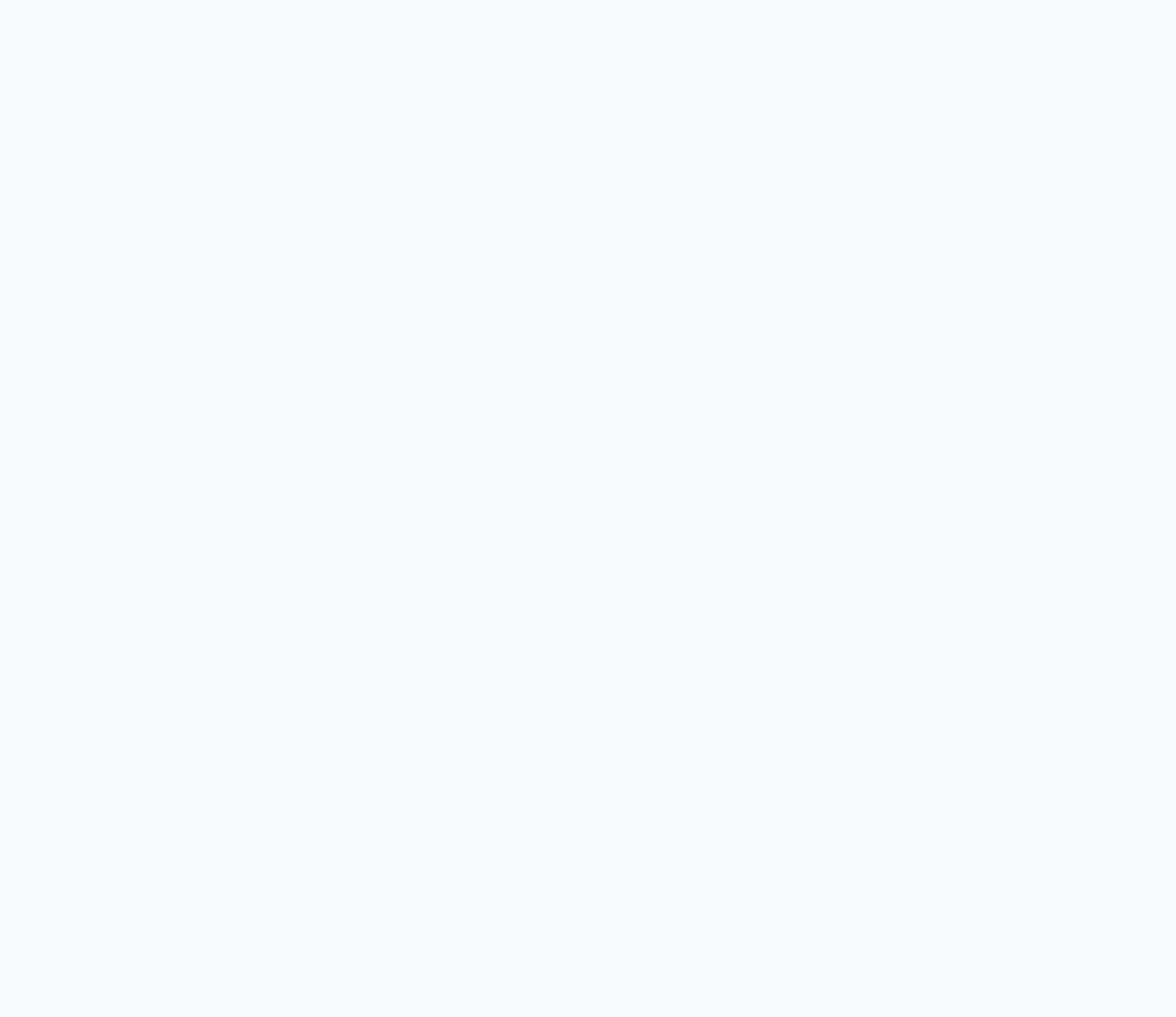
9 In this example, we're going to use the Science and Technology Studies major.



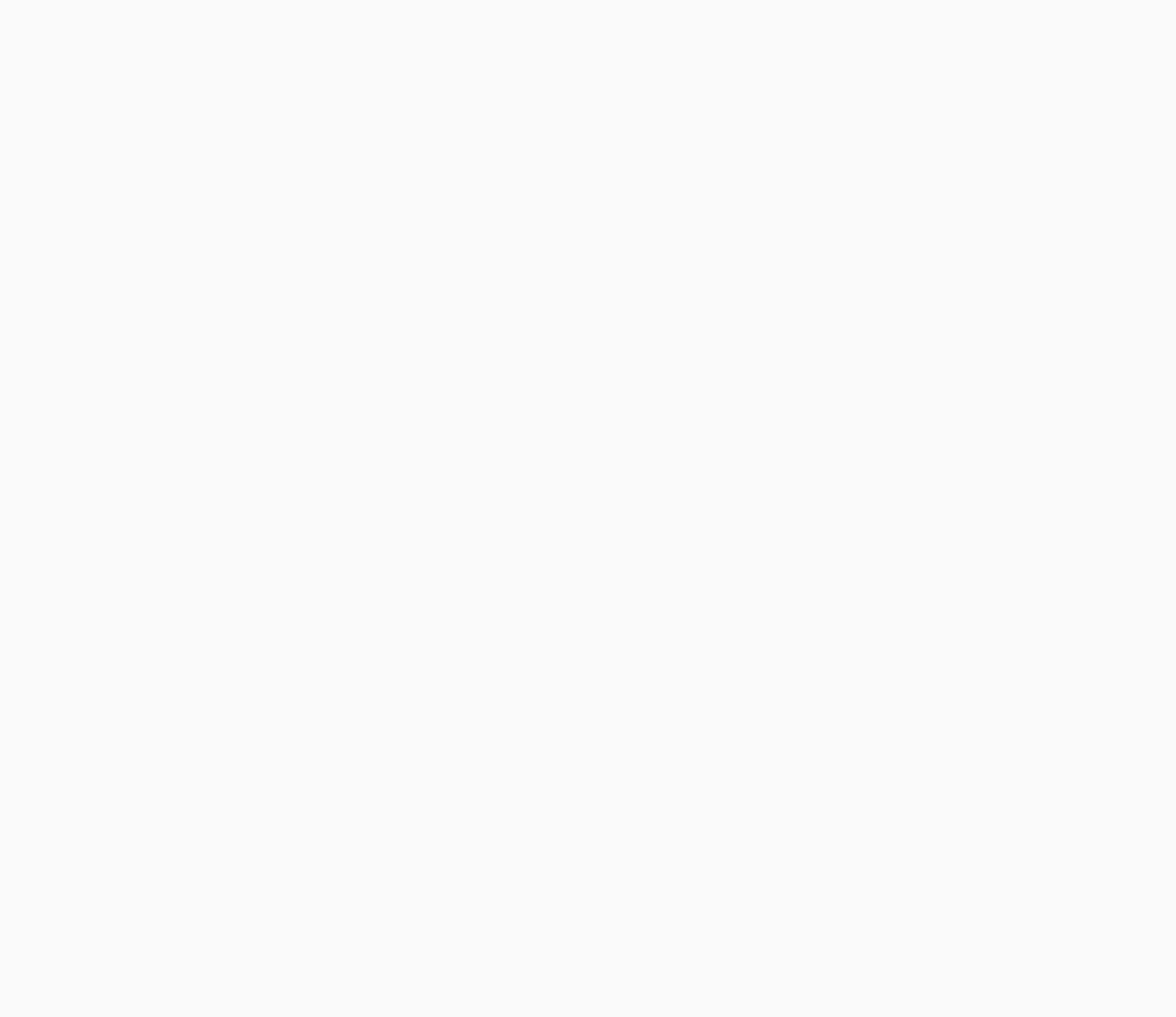
10 A concentration is required for this major. Add another row.



11 Click the "Search" field.



12 Click "Program of Study Type"



Have ideas or feedback?

Add a comment to ask questions, clarify steps, or suggest improvements (compliments welcome, too!).

Add Comment