



Remove, Change, and Add Program of Study for Student

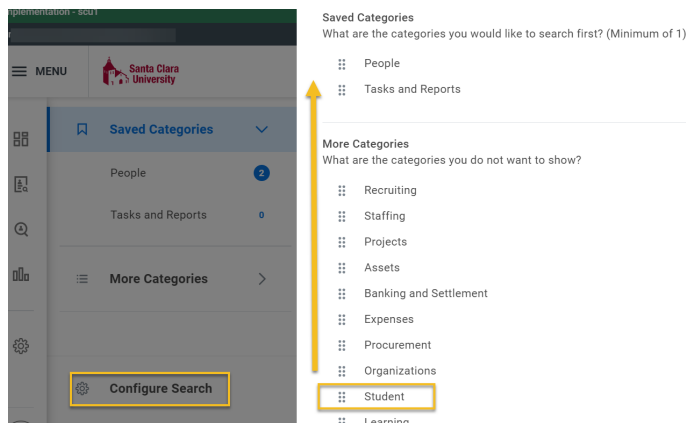
Overview

This quick reference guide will review the process of adding, changing, or removing a student’s program of study. Please note that this task is limited to only those with specific security access.

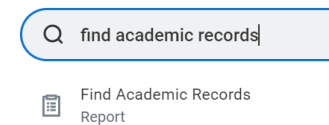
NOTE: If the student has a preferred name that differs from the legal name, the preferred name will be prioritized in searches even if you search by the legal name.

Process

1. First, you will search for a student record. The most convenient way to do this is to configure your search in Workday. On the *Search Page*, click on **Configure Search** drag **Student** up to the top.

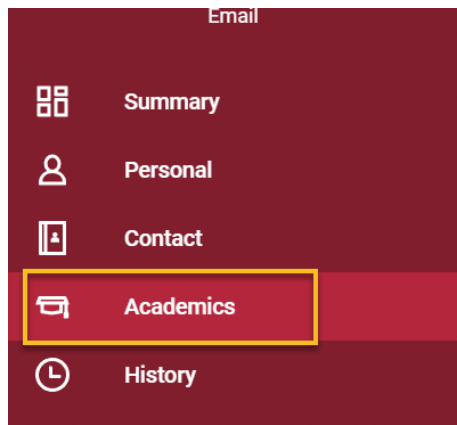


2. You can also enter **Find Academic Records** into the **Search Bar** and press **Enter**. This report will allow you to locate the student and click directly to their profile.



- In the search results, click the appropriate name to access the student **Profile**.

3. From the **Student Profile**, click the **Academics** tab on the left Profile menu.



4. In the **Overview** section, you will see the current program of study selection(s). Locate the program of study in the grid that you would like to change and click the **Request** button.

Political Science Department/Undergraduate (American Studies Pathway/Philosophy Minor/Pre Law Focus/Political Science Major/English Major)

Student: [Redacted]

Institution: Santa Clara University

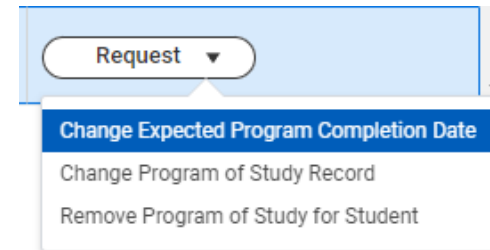
Academics Objective: 9 items

Program of Study	Bundled Programs of Study	Declare Date	Expected Completion	Status	Primary	
Political Science Major		01/01/2021	06/15/2023	Pending Completion	Yes	Request
	American Studies Pathway	05/09/2022	06/15/2023	Pending Completion	No	Request
	Philosophy Minor	01/01/2021	06/15/2023	Pending Completion	No	Request
	Pre Law Focus	01/01/2021	06/15/2023	Pending Completion	No	Request
English Major		09/09/2019	06/15/2023	Pending Completion	No	Request
Philosophy Major		09/10/2019	06/15/2023	Discontinued	No	
	Political Science Minor	09/14/2020	06/15/2023	Discontinued	No	
	Law & Social Justice Pathway	09/14/2020	06/15/2023	Discontinued	No	
	Pre Law and Justice Focus	09/10/2019	06/15/2023	Discontinued	No	

Add Program of Study

- a. On the **Request** menu, your options will be **Change Expected Program Completion Date**, **Change Program of**

Study Record, and Remove Program of Study for Student.



5. To **Remove Program of Study**, select that option.

- a. Check the program you are removing.
- b. The **Removal Date** will default to today's date. You can change this if desired.
- c. Check **Confirm** and then click **Submit**.

NOTE: The **Remove Program of Study option** is not available for the primary program. You must first change the primary to another program before you can remove it.

6. To **Change Program of Study**, click that option.

- a. On the **Change Program of Study Record** screen, remove the name of the existing program of study and enter or locate the new program of study in the **New Program of Study** field.
- b. The Expected Completion Date should reflect the expected graduation month/year (e.g. MM/YY).
- c. The **Reason** field is optional.
- d. The **Declare Date** will default to today's date. You can change this if desired.

- e. When you are finished, click **Submit**. Your request will be directed to the *Registrar's Office*.

Change Program of Study Record

Student: Cassidy Block

5 items

Program of Study	Is Primary	Bundled With	Academic Calendar	Academic Unit	Academic Level	Declare D
English Major	<input type="checkbox"/>		Santa Clara Academic Calendar - Quarter	English Department	Undergraduate	BA - Bachelor of Arts 09/04/2021
Political Science Major	<input checked="" type="checkbox"/>		Santa Clara Academic Calendar - Quarter	Political Science Department	Undergraduate	BS - Bachelor of Science 01/01/2021
Pre Law Focus	<input type="checkbox"/>	Political Science Major	Santa Clara Academic Calendar - Quarter	Political Science Department	Undergraduate	01/01/2021
Philosophy Minor	<input type="checkbox"/>	Political Science Major	Santa Clara Academic Calendar - Quarter	Philosophy Department	Undergraduate	01/01/2021
American Studies Pathway	<input type="checkbox"/>	Political Science Major	Santa Clara Academic Calendar - Quarter	Santa Clara University	Undergraduate	05/09/2021

Change Programs of Study: 5 items

New Program of Study	Is Primary	Bundled With	Academic Calendar	Academic Unit	Academic Level	Declare D
English Major	<input type="checkbox"/>		Santa Clara Academic Calendar - Quarter	English Department	Undergraduate	
Political Science Major	<input checked="" type="checkbox"/>		Santa Clara Academic Calendar - Quarter	Political Science Department	Undergraduate	
Pre Law Focus	<input type="checkbox"/>	Political Science Major	Santa Clara Academic Calendar - Quarter	Political Science Department	Undergraduate	
Philosophy Minor	<input type="checkbox"/>	Political Science Major	Santa Clara Academic Calendar - Quarter	Philosophy Department	Undergraduate	
American Studies Pathway	<input type="checkbox"/>	Political Science Major	Santa Clara Academic Calendar - Quarter	Santa Clara University	Undergraduate	

Reason:

Declare Date: 01/02/2023

Enter your comment:

Add Program of Study for Student

Student: Cassidy Block

5 items

Program of Study	Is Primary	Bundled With	Academic Calendar	Academic Unit	Academic Level	Educational Credential	Declare D
English Major	<input type="checkbox"/>		Santa Clara Academic Calendar - Quarter	English Department	Undergraduate	BA - Bachelor of Arts	09/04/2021
Political Science Major	<input checked="" type="checkbox"/>		Santa Clara Academic Calendar - Quarter	Political Science Department	Undergraduate	BS - Bachelor of Science	01/01/2021
Pre Law Focus	<input type="checkbox"/>	Political Science Major	Santa Clara Academic Calendar - Quarter	Political Science Department	Undergraduate		01/01/2021
Philosophy Minor	<input type="checkbox"/>	Political Science Major	Santa Clara Academic Calendar - Quarter	Philosophy Department	Undergraduate		01/01/2021
American Studies Pathway	<input type="checkbox"/>	Political Science Major	Santa Clara Academic Calendar - Quarter	Santa Clara University	Undergraduate		05/09/2021

Add Programs of Study: 5 items

New Program of Study:

Is Primary: Bundled With:

Academic Calendar: Santa Clara Academic Calendar - Quarter
Academic Unit: Accounting Department
Academic Level: Undergraduate
Educational Credential: BSC - Bachelor of Science Commerce
Declare D: 05/13/2023

Declare Date: 01/02/2023

Next, please do not approve:

7. To **Add Program of Study**, click the yellow button at the bottom of the **Overview** page.

- Enter the new program of study in the **New Program of Study** field. You can also click into the field and use the field prompts to select your value.
- If you selected a program of study with a type of Minor, you will be asked to bundle that program of study with one of the existing programs of study.
- The **Expected Completion Date** should reflect your expected graduation month/year (e.g. MM/YY).
- The **Declare Date** defaults to today but can be changed.
- When you are finished, click **Submit**.