

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."

Welcome	It's Friday, July 21, 2023
Awaiting Your Action You're all caught up on your tasks.	··· Quick Tasks
Timely Suggestions Here's where you'll get updates on your active items.	My Job Applications
	Your Top Apps
	Student Finance Hub

In the next window, open the 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).

Ð	TSC Academics & Advising Hub	←		•	¢	
	TSC Find Course Sect		*			
	Complete Super	12				
	Digital ID Photo U	2				
	View My Grades					
	TSC College Forms					
	Request an Offici	2				
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	Student Enrollme	2				
	View My Intended Tra					
	Add My Intended Inst					

*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, check your <u>Active</u> Academic Record.

Add Intended Institution and Program of Study

Student * X Joe Dough (J98010994) ••• Academic Record * X Joe Dough (J98010994) - Tallahassee State College/Associate •••• (Associate in Arts) -01/01/2023 - Active

X

In the next window, <u>FIRST fill in the boxes marked "Educational Institution</u>" and then <u>SECOND, "Program of Study" (major) in that order</u>, 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.)

Add My Intended Institution and Program of Study					
Program of Study *	× Registered Nursing/Registered Nurse.				
CIP Code: 51.3801					
Educational Institution *	× Florida State University				

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

View My Intended Transfer Institution and Program of Study (Actions)				
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Student	Intended Institution	Intended Program of Study		
Johnny Appleseed	FLORIDA STATE UNIVERSITY	26.0101 - Biology/Biological Sciences, General.		
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