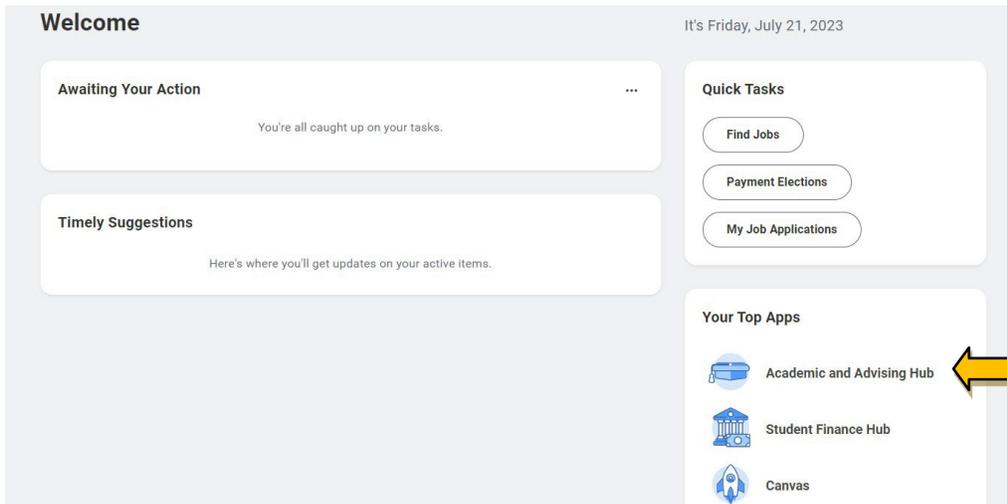


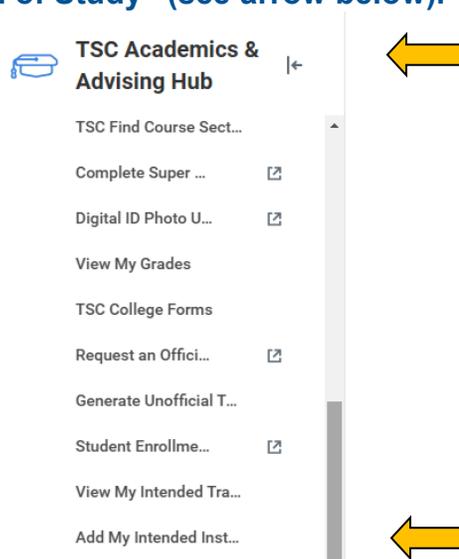
Adding/Changing Your Major or Intended Transfer School

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 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).



In the next window, check your [Active Academic Record](#).

Add Intended Institution and Program of Study ✕

Student *

Academic Record *

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.)

Add My Intended Institution and Program of Study

Program of Study *

CIP Code: 51.3801

Educational Institution *

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		
Student	Intended Institution	Intended Program of Study
Johnny Applesseed	FLORIDA STATE UNIVERSITY	26.0101 - Biology/Biological Sciences, General

**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.*