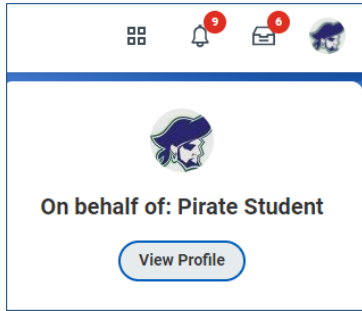


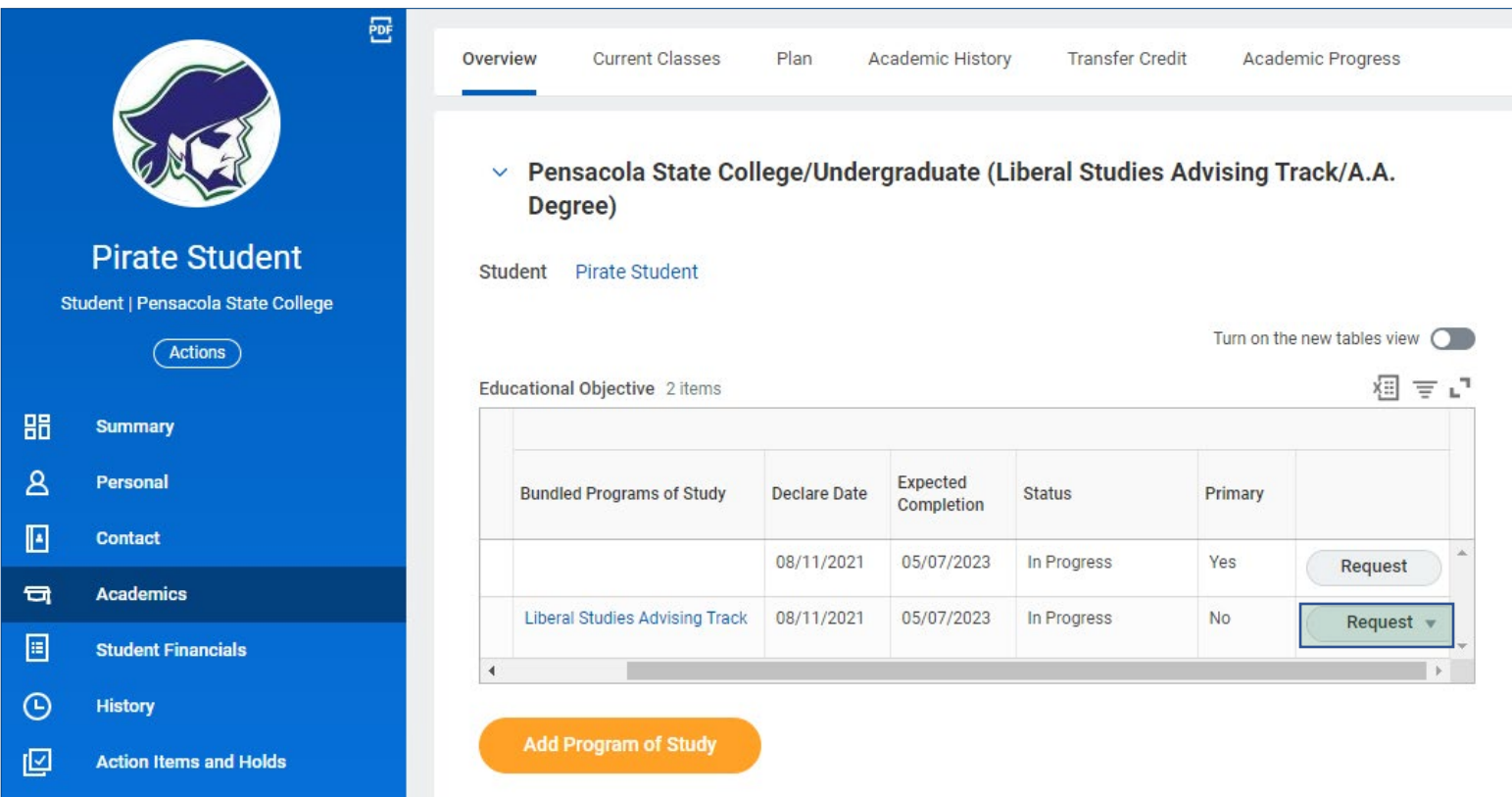

## STUDENT

### Change of Program



1. After logging into Workday, click on the *Cloud icon or profile picture*.
2. Click *View Profile*.
3. Click *Academics* in the blue sidebar.
4. Scroll to the Right of the table and click the *Request* button.

**Notes:** This button may not be available if there are any pending processes in your account. Contact Advising if you have any questions, 850-484-1630 or [advising@pensacolastate.edu](mailto:advising@pensacolastate.edu).



**Pirate Student**  
Student | Pensacola State College

**Academics**

Turn on the new tables view ☐

Educational Objective 2 items

Bundled Programs of Study	Declare Date	Expected Completion	Status	Primary	
	08/11/2021	05/07/2023	In Progress	Yes	Request
Liberal Studies Advising Track	08/11/2021	05/07/2023	In Progress	No	Request

Add Program of Study

On the *Change My Program of Study* page, you must first remove the old program of study.

1. Click the **—** sign to the left of the Program of Study, including any advising track(s) that will no longer be bundled with your new Program of Study.

2. Click **+** and search for the new program of study.

Also, add the appropriate advising track or certificate for your program of study. If you are unsure of what to add, contact Advising.

3. Check the *Is Primary* box.

4. Click **Submit**.

The *You have submitted* dialogue box will advise what will happen next with this change. To view more details, click **View Details** or click **X** to exit.

### Change My Program of Study

Turn on the new tables view ☐

2 items

Current Programs of Study						
Program of Study	Is Primary	Bundled With	Academic Calendar	Academic Unit	Academic Level	Educational Credential
A.A. Degree	<input checked="" type="checkbox"/>		PSC Academic Calendar	Pensacola State College	Undergraduate	AA - Associate in Arts
Liberal Studies Advising Track	<input type="checkbox"/>	A.A. Degree	PSC Academic Calendar	Pensacola State College	Undergraduate	

3 items

	Is Primary	Bundled With	Academic Calendar	Academic Unit	Academic Level	Academic Credential
<div>+</div> <div>*New Program of Study</div>						
<div>—</div> <div> <div> <div>×</div> <div>A.A. Degree - Community Health Education Advising Track</div> <div>...</div> </div> <div>⋮</div> </div>	<input type="checkbox"/>	<div>×</div> <div>A.A. Degree</div> <div>...</div>	PSC Academic Calendar	Pensacola State College	Undergraduate	
<div>—</div> <div> <div>×</div> <div>A.A. Degree</div> <div>...</div> </div>	<input checked="" type="checkbox"/>		PSC Academic Calendar	Pensacola State College	Undergraduate	
<div>Submit</div> <div>Cancel</div>		<div>×</div> <div>A.A. Degree</div> <div>...</div>	PSC Academic Calendar	Pensacola State College	Undergraduate	

Once the *Change My Program of Study* is approved it will be display as *In Progress* in the table.

×

### You have submitted

Up Next: Student Academic Advising Administrator, Review Program of Study Record Change, Due Date 02/09/2022

[View Details](#)