

Changing, Adding and Removing Programs of Study in Workday

You may choose to [change](#), [add](#) or [remove](#) programs of study in Workday. The one action you may not complete is a removal of your primary program of study or changing a second major to your primary major. If your changes are complicated, or if you need to swap your primary and secondary majors, please use the Registrar's [Workday Program of Study Changes](#) form. This process replaces the old Bulldog Central Major Changes Form.

Changing your Program of Study

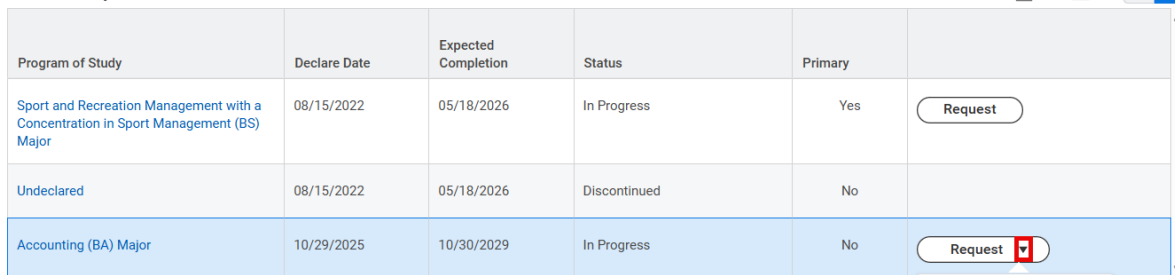
1. On the Academics **Overview** tab, click the **Request** button next to the program of study you'd like to change.
2. Click **Change My Program of Study**.

✓ Sport and Recreation Management/Undergraduate (Accounting (BA) Major/Sport and Recreation Management with a Concentration in Sport Management (BS) Major)

Student

Institution Wingate University

Educational Objective 3 items



Program of Study	Declare Date	Expected Completion	Status	Primary	
Sport and Recreation Management with a Concentration in Sport Management (BS) Major	08/15/2022	05/18/2026	In Progress	Yes	Request
Undeclared	08/15/2022	05/18/2026	Discontinued	No	
Accounting (BA) Major	10/29/2025	10/30/2029	In Progress	No	Request ▾

Add Program of Study

Add Advisory Program

Change My Program of Study

Remove Program of Study

3. Your current program(s) of study will be shown. **Change any program of study(s)** as needed by selecting a new program from the **drop-down** menu. Make updates to the **Bundled With**, **Expected Completion Date**, and **Declare Date** fields as needed.

Note: A primary program of study must be selected in Workday. To change your primary program of study, you must select the row that is checked as **"Primary"**. Simply choose the new major you wish to change to and it should replace your old major.

2 items

	*New Program of Study	Is Primary	Bundled With	Academic Calendar	Academic Unit	Academic Level	Educational Credential	*Expected Completion Date
+	<input checked="" type="checkbox"/> Sport and Recreation Management with a Concentration in Sport Management (BS) Major	<input checked="" type="checkbox"/>		Regular Academic Calendar	Sport and Recreation Management	Undergraduate	BS - Bachelor of Science	05/18/2026
-	<input checked="" type="checkbox"/> Accounting (BA) Major	<input type="checkbox"/>		Regular Academic Calendar	Porter B. Byrum School of Business	Undergraduate	BA - Bachelor of Arts	10/30/2029

Declare Date * 10/29/2025

Click **Submit**.

Adding a new Program of Study

1. On the Academics **Overview** sub-tab, click the **Add Program of Study** button.

Overview | Current Classes | Plan | Academic History | Academic Progress | External Records

▼ Sport and Recreation Management/Undergraduate (Sport and Recreation Management with a Concentration in Sport Management (BS) Major)

Student [Redacted]

Institution Wingate University


Educational Objective 2 items

Program of Study	Declare Date	Expected Completion	Status	Primary	
Sport and Recreation Management with a Concentration in Sport Management (BS) Major	08/15/2022	05/18/2026	In Progress	Yes	Request
Undeclared	08/15/2022	05/18/2026	Discontinued	No	

2. Your current program(s) of study will display.
 - a. Select the **New Program of Study** to add. (**Note:** A primary program of study must be selected in Workday.)
 - b. If applicable, the **Bundled With** field will auto-populate with your primary program of study.

Program of Study	Is Primary	Bundled With	Academic Calendar
Sport and Recreation Management with a Concentration in Sport Management (BS) Major	<input checked="" type="checkbox"/>		Regular Academic Calendar

Add Programs of Study 1 item

	*New Program of Study	Bundled With
	<input type="text"/>	

Enter the **Expected Completion Date** for the added program of study. Most often, this is the same date as your primary program of study.

Tip: Expected Completion date is the date when you plan to graduate. You can see that date above in your current program of study.

*Expected Completion Date
<input type="text"/>

The **Declare Date** defaults to the current date. At the earliest, your Declare Date must be equal to today's date or the start of the next academic period. You will be contacted by the Registrar's Office if your date has to be changed to a future date. To add another program of study, please click the **Add Row button (+)**. Otherwise, please move to the last step below.

Declare Date * 

Click **Submit**.

Removing a Secondary Major, Minor or Certificate Program of Study

1. On the Academic **Overview** sub-tab, click the **Request** button next to the program of study you'd like to remove.
2. Click **Remove Program of Study**.

Note: Workday doesn't allow you to remove your primary program of study. Instead, please refer to the job aid titled "**Change My Program of Study**".

▼ Sport and Recreation Management/Undergraduate (Accounting (BA) Major/Sport and Recreation Management with a Concentration in Sport Management (BS) Major)

Student

Institution Wingate University

Educational Objective 3 items

Program of Study	Declare Date	Expected Completion	Status	Primary	
Sport and Recreation Management with a Concentration in Sport Management (BS) Major	08/15/2022	05/18/2026	In Progress	Yes	<input type="button" value="Request"/>
Undeclared	08/15/2022	05/18/2026	Discontinued	No	
Accounting (BA) Major	10/29/2025	10/30/2029	In Progress	No	<input type="button" value="Request"/> <input type="checkbox"/>

Your current program(s) of study will be shown. **Remove any program(s) of study** as needed by checking the box next to the program.

Note: A primary program of study must be selected in Workday.

3. Scroll down and check the **Confirm** box to move forward in requesting the removal of the program of study.

Remove Program of Study

2 items

Select	Program of Study	Is Primary	Bundled With	Academic Calendar	Academic Unit
<input type="checkbox"/>	Sport and Recreation Management with a Concentration in Sport Management (BS) Major	<input checked="" type="checkbox"/>		Regular Academic Calendar	Sport and Recreation Management
<input checked="" type="checkbox"/>	Biochemistry (BS) Major	<input type="checkbox"/>		Regular Academic Calendar	Biology

Removal Date * 11/13/2025

Confirm *

Next Steps

You will be notified of all changes, additions and removals after they are approved by the Registrar's Office and, if needed, Financial Aid. If you have any issues, or if you complete a one of these actions in error, please submit a [Workday Program of Study Changes](#) form indicating what went wrong to the Registrar's Office. Here's the URL for the Google form:

<https://docs.google.com/forms/d/e/1FAIpQLSdAvOXrlyXXXRt1uno1hbrOpifgAfbUSGbCfDJ0jjwLtAzsgw/viewform>