

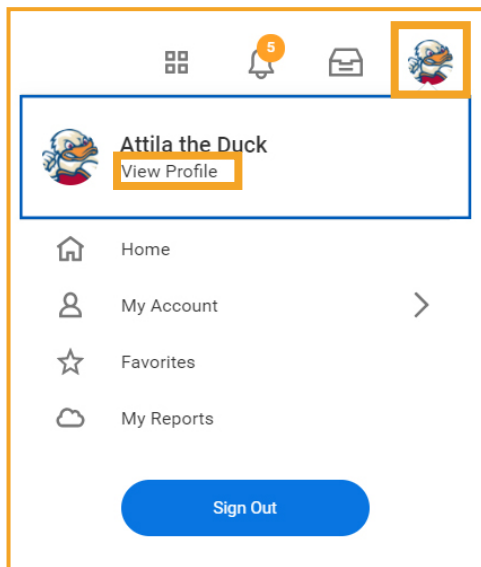
Add a Program of Study

Use the following guide to add a secondary program of study, such as a major, minor or concentration.

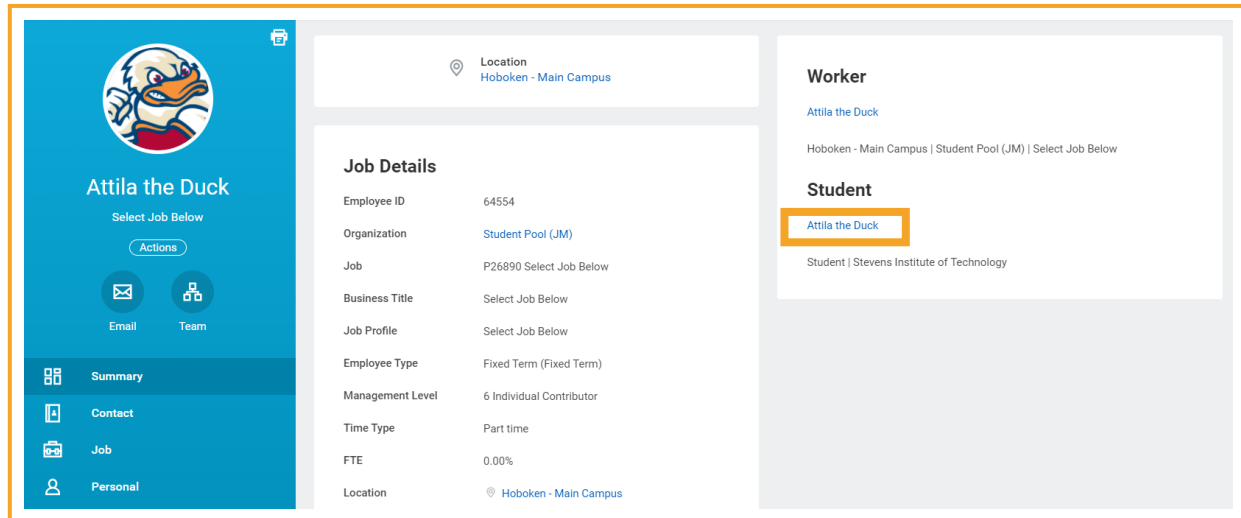
The program or programs of study you can add depend on your primary school/college. There are different requirements to be accepted into the different schools/college at Stevens and therefore different requirements to be accepted into programs of study.

STEP 1

Select your **profile image** on the Workday homepage – Select **View Profile**



Note: If you have an active campus job, select your student profile before continuing to step 2.



Attila the Duck
Select Job Below

Job Details

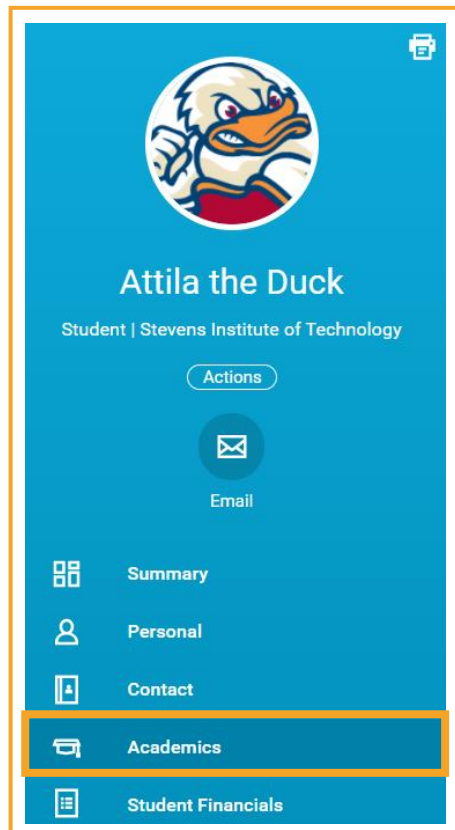
Employee ID	64554
Organization	Student Pool (JM)
Job	P26890 Select Job Below
Business Title	Select Job Below
Job Profile	Select Job Below
Employee Type	Fixed Term (Fixed Term)
Management Level	6 Individual Contributor
Time Type	Part time
FTE	0.00%
Location	Hoboken - Main Campus

Worker
Attila the Duck
Hoboken - Main Campus | Student Pool (JM) | Select Job Below

Student
Attila the Duck
Student | Stevens Institute of Technology

STEP 2

Select Academics

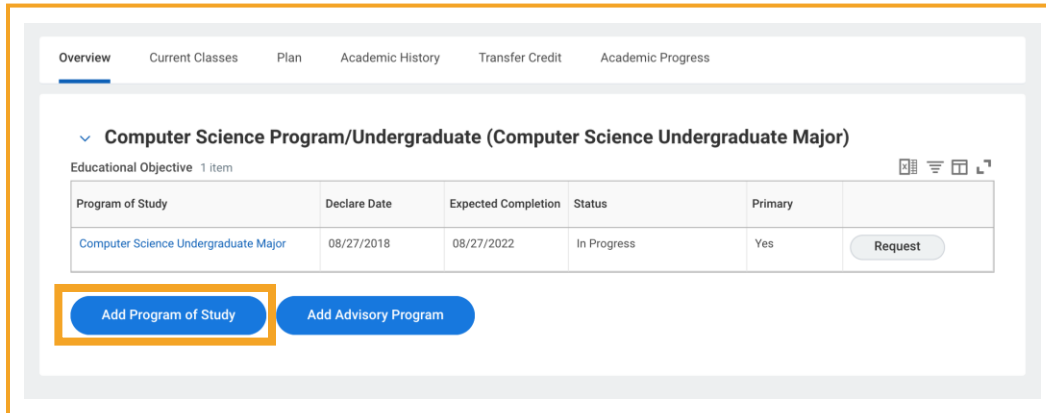


Attila the Duck
Student | Stevens Institute of Technology

Academics

STEP 3

Select Add Program of Study



The screenshot shows the 'Computer Science Program/Undergraduate (Computer Science Undergraduate Major)' section. Below the table, the 'Add Program of Study' button is highlighted with an orange box.

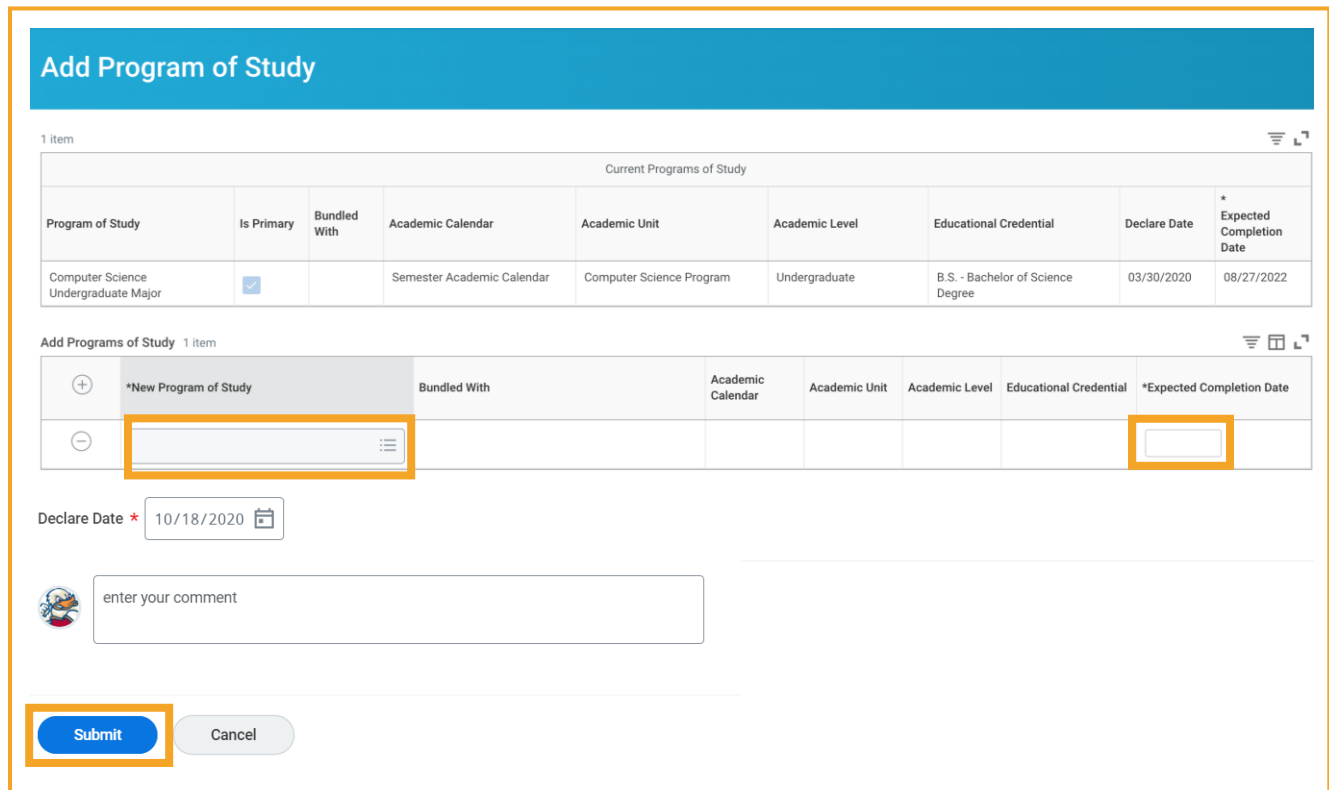
Program of Study	Declare Date	Expected Completion	Status	Primary	
Computer Science Undergraduate Major	08/27/2018	08/27/2022	In Progress	Yes	<button>Request</button>

Add Program of Study Add Advisory Program

STEP 4

Select New Program of Study – Select Expected Completion Date – Select Submit

Note: The expected completion date for your new program of study should match the expected completion date for your primary program of study.



The screenshot shows the 'Add Program of Study' form. The 'Expected Completion Date' field is highlighted with an orange box. The 'Declare Date' is set to 10/18/2020. The 'Submit' button is also highlighted with an orange box.

Add Program of Study

1 Item

Program of Study	Is Primary	Bundled With	Academic Calendar	Academic Unit	Academic Level	Educational Credential	Declare Date	* Expected Completion Date
Computer Science Undergraduate Major	<input checked="" type="checkbox"/>		Semester Academic Calendar	Computer Science Program	Undergraduate	B.S. - Bachelor of Science Degree	03/30/2020	08/27/2022

Add Programs of Study 1 item

	*New Program of Study	Bundled With	Academic Calendar	Academic Unit	Academic Level	Educational Credential	*Expected Completion Date
<input type="text"/>							<input type="text"/>

Declare Date * 10/18/2020

Submit Cancel

STEP 5

Review **Details and Process** for more information on completed actions and next steps – Select **Done**

Up Next

Academic Foundation Analyst (by AU)

Approval by Academic Foundation Analyst (by AU)



Details and Process

For Attila the Duck (Private) - Computer Science Program/Undergraduate (B.S.) - 03/30/2020 - Active

Overall Process [Add Program \(2020 03 31\): Attila the Duck \(Private\) - Computer Science Program/Undergraduate \(B.S.\) - 03/30/2020 - Active](#)

Overall Status In Progress

Due Date 04/02/2020

Details

Process

Process History 10 items

Process	Step	Status	Completed On	Due Date	Person
Add Program of Study Event	Add Program of Study Event	Step Completed	03/31/2020 12:29:01 PM	04/02/2020	Attila the Duck (Private)
					Attila the Duck (Private)
Add Program of Study Event	Approval by Academic Foundation Analyst (by AU)	Awaiting Action			Academic Foundation Analyst (by AU)
					(Academic Analyst (by AU))
					Julia Anichison (Academic Analyst (by AU))

Done