

## **Common Tasks to Run in Workday**

*\*Note: Some tasks may not be accessible due to your security*

### **Useful Vocabulary**

Academic Progress Report = Degree Audit

Academic History = Unofficial transcript

Permission Numbers = Prerequisite Tokens

Program of Study (POS) = Major/Minor/Foci/Concentrations/Emphasis

Requirements Not Assigned = Ignore

SCU Find Course Sections = CourseAvail

Unused Registrations = Classes that do not count towards a program of study requirements

If issues go to: <https://www.scu.edu/technology/get-help/>

## **KEY SEARCH TERMS TO COMPLETE COMMON TASKS**

### **Records**

1. Find Academic Records
  - a. List active and inactive records
2. Generate Unofficial Transcript for Student
3. Evaluate Academic Requirements for Student
  - a. Ability to generate an academic progress report under a different program of study for a student.

### **Reports**

1. SCU Record Curriculum and Advising Reports Dashboard
  - a. List reports available to department admins/managers.
2. View Evaluated Academic Requirements for Student
  - a. View an academic progress report that was generated for a student for a different program of study.
3. View Support Network for Student
  - a. See what cohorts the student is a part of (ex: advisor, LEAD, Honors, athletic teams, study abroad, etc.)
4. Find Student Cohorts

- a. Can see total students assigned to advisors in a department. Can pull up lists of advisees for each cohort.
- 5. SCU STU SR Course Section Definitions
  - a. Section tally report
- 6. PRT0095-2 SCU STU SR Active Student Spreadsheet for Department AA
  - a. List of active students
- 7. SCU STU SR Student Advising Cohort Issues
  - a. List of students in your department who don't have an advisor or students assigned to an adviser in your department but do not have a program of study in the department.
- 8. SCU STU SR Student Advisors and Cohort for Dept Admin
  - a. List of advisees for advisors in your department

## **Curriculum**

- 1. Find Course Section Definitions
  - a. Search for courses to update
- 2. SCU Find Course Sections
  - a. Search for course sections offered for specific terms. Replacement of CourseAvail.