

This quick reference guide (QRG) provides instructions on how to view academic progress in Workday. Academic Progress is sometimes referred to as degree progress, a degree audit, or degree requirements. Students should use the Academic Progress screen to evaluate their progress toward their selected degree program and select courses for future academic periods.

To view a your academic progress, complete the following steps.

VIEW STUDENT ACADEMIC PROGRESS

From the Workday Home page:

1. Click the **Global Navigation Menu**.
2. Select **Academics Hub**.



3. Click the **Academic History** tab.
4. Click **My Academic Progress**.

Your major, cumulative GPA, and unused registrations are displayed.



Note: Your **Unused Registrations** can be viewed by clicking the number to the right of the heading.

5. View your **Program Required Units**.

Program Required Units 1 item			
Units Defined	Units in Progress	Units Satisfying	Remaining
60	15	34	Minimum 26 Unit(s)



Note: Clicking the number displayed under **Units in Progress** or **Units Satisfying** will display a link with the Registration (course) and the Academic Requirement the course satisfies.

6. View your **Academic Progress** table. This table shows the program Requirement, Status, courses Remaining, the Registration Used if the requirement is satisfied, the academic period the registration was during, the academic units for the requirement, and the assigned grade.

Requirement	Status	Remaining	Registrations Used
World Literature	Not Satisfied	Minimum 1 Course(s)	
Principles of Speech	Satisfied		SPCH 1113 - Principles of Speech (Repeat)
Intro to Fine Arts	In Progress		ARHS 10003 - Intro/Fine Arts: Art (In Progress)



Note: Clicking a link under **Requirement**, such as World Literature on the previous page, will display the View Academic Requirement for Student screen. This screen will display a breakdown of the requirement including the courses that can satisfy the requirement.

Academic Requirement World Literature

Eligibility Rule Meaning Student has completed any of the following course(s): ENGL 21103 - World Lit I, ENGL 21203 - World Lit II

For questions about your academic progress, contact your academic advisor.