



Academics Application (APP) Overview

Overview

This quick reference guide will go over what information can be found in the Academics Application (APP) and how to navigate it.

The *Academics App* is a one-stop shop for student tasks, activities, and reports in Workday.

Process

1. To access the Academics App, click on the icon from your Workday homepage.



Academics

2. You will find four sections on the **Academics Dashboard** including those below. Please be aware that tasks, activities, and reports on the **Academics Dashboard** are subject to change.
 - *Planning & Registration*: Here you will find tools to assist you in planning and registering for courses.

You can search for courses to register for by using the **SCU Find Course Sections** report.

You can also **View My Registration Appointments** and **View My Saved Schedules** to help plan for the next registration period.



Planning & Registration

SCU Find Course Sections

View My Courses

Find Courses

View My Saved Schedules

View My Registration Appointments

Request Course Section Prerequisite Override

Calculus Readiness Exam

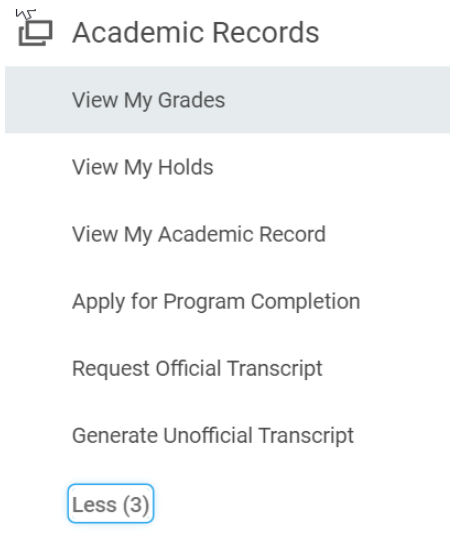
Less (4)

- *Academic Records*: Here is where you can access both official and unofficial SCU records.



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View My Grades, Generate Unofficial Transcript or Request Official Transcript. You can also **Apply for Program Completion** here.



Academic Records

- View My Grades
- View My Holds
- View My Academic Record
- Apply for Program Completion
- Request Official Transcript
- Generate Unofficial Transcript

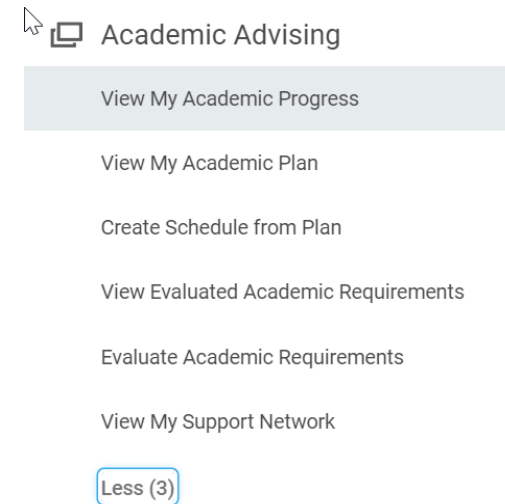
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- *Academic Advising:* Here is where you will find all things advising.

Create Schedule from Plan or see where you are in your program with **View My Academic Progress**.

If you are considering changing your program, use **Evaluate Academic Requirements** to see a new program.

View My Support Network to see University Advisors who are assigned to you.

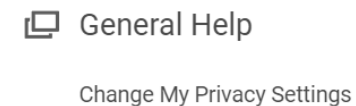


Academic Advising

- View My Academic Progress
- View My Academic Plan
- Create Schedule from Plan
- View Evaluated Academic Requirements
- Evaluate Academic Requirements
- View My Support Network

Less (3)

- *General Help:* **Change My Privacy Settings** here.



General Help

- Change My Privacy Settings

NOTE: You may need to click **More** under some sections to access additional activities.