

View Academic Progress

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 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
120	17	37	Minimum 83 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
			PSYC 2300 - General Psychology
Composition I	Satisfied		ENGL 1311 - English Composition I
Composition II	In Progress		ENGL 10203 - English Composition II (In Progress)
Oral Communication	Satisfied		MCOM 2390 - Oral Communications



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 Biology Math Requirement

Eligibility Rule Meaning Student has completed any of the following course(s): MATH 12003 - College Trigonometry, MATH 15093 - Pre-Calculus

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

