

View Academic Progress and Requirements Report

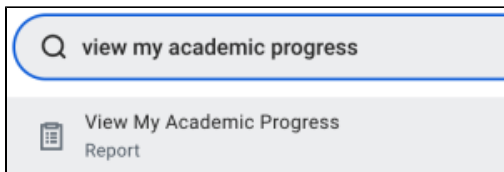
On this job aid

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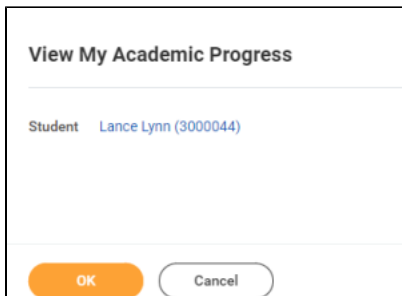
Display Academic Progress and Requirements Report

Workdays Search Bar

From Workdays home page, search **View My Academic Progress** in Workdays search bar.

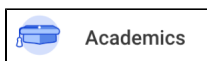


Press the **Report Link** then **OK** to view students progress and requirements.



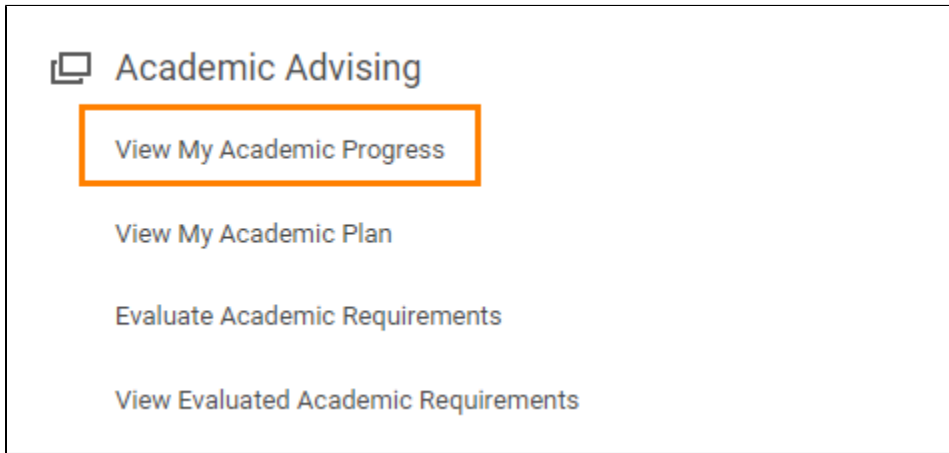
Academics App (My Academics App)

From the Workday Home page, press the Academics application



Students can located the application from the  **MENU** (also known as the Global Navigation) lists of apps or from **Your Top Apps** section.  [View All Apps](#)

Under the **Academic Advising section**, students must press **View My Academic Progress** link to view their progress and requirements then **OK**.



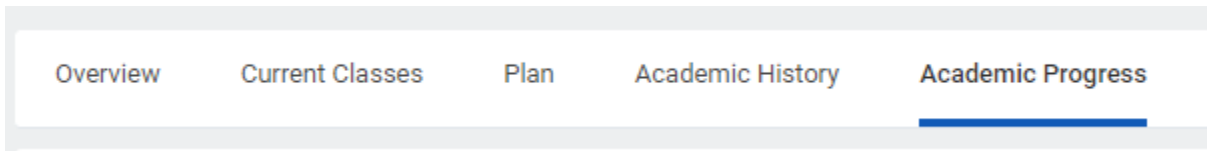
Student Profile Page

On the home page, press student profile picture at the top right corner and press View Profile.

Press the **Academics** category



Press Academic Progress tab to view students progress and requirements.



View Academic progress and Requirements Report

The Academic Progress Report displays a percentage of satisfied requirements, current cumulative GPA and Unused Registrations at the top of the report.

The Overall Academic Progress will list:

- a. Overall Units Defined
- b. Overall Units in Progress - Students may need to scroll or enlarged by dragging bottom left corner (Press the # link to see a pop-out list and press # arrow to export to Excel or PDF file).
- c. Overall Units Satisfying - Students may need to scroll or enlarged by dragging bottom left corner (Press the # link to see a pop-out list and press # arrow to export to Excel or PDF file).
- d. Overall Remaining Units
- e. Overall Status

International Business Management/Undergraduate (International Business Management Major - Undergraduate)					
Cumulative GPA 3.67					
Unused Registrations 1					
Overall Academic Progress 1 item					
	Credits Defined	Credits in Progress	Credits Satisfying	Remaining	Status
Q	120	17	10	Minimum 110 Credit(s)	Not Satisfied

The Degree requirements section displays the requirements effective date and last evaluated date.

The Requirement table will list:

- Requirements - List courses required to satisfy the program study.
- Status - satisfied, In Progress or Not Satisfied requirements.
- Remaining - Requirements.
- Registration Used - Listing the satisfied/in progress registered courses. including course, academic period, credits earned and grade.

International Business Management Major - Undergraduate Requirements						
Requirements Effective 08/20/2023 Last Evaluated 12/19/2023 01:33:22 AM GMT-05:00 Eastern Time (New York)						
37 items						
Requirement	Status	Remaining	Registrations Used	Academic Period	Credits	Grade
DJC 100 Dialogue of Justice and Civic Life 100 Level	Not Satisfied	Minimum 1 Course(s)				
DJC 200 Dialogue of Justice and Civic Life 200 Level	Not Satisfied	Minimum 1 Course(s)				
DSS 100 Dialogue of Self and Society 100 Level	Satisfied		DSS 100 - SELF & SOCIETY	2023 Undergraduate Fall I	3	B
DSS 200 Dialogue of Self and Society 200 Level	In Progress		DSSG 200 - SELF SOC GLOBAL (In Progress)	2024 Undergraduate Spring Session C	3	
DSS 400 Dialogue of Self and Society 400 Level	Not Satisfied	Minimum 1 Course(s)				
DQR 100 Quantitative Reasoning 100 Level	Satisfied		DQR 100 - QUANT REASONING	2023 Undergraduate Fall II	3	A

