

Academics Application Overview

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

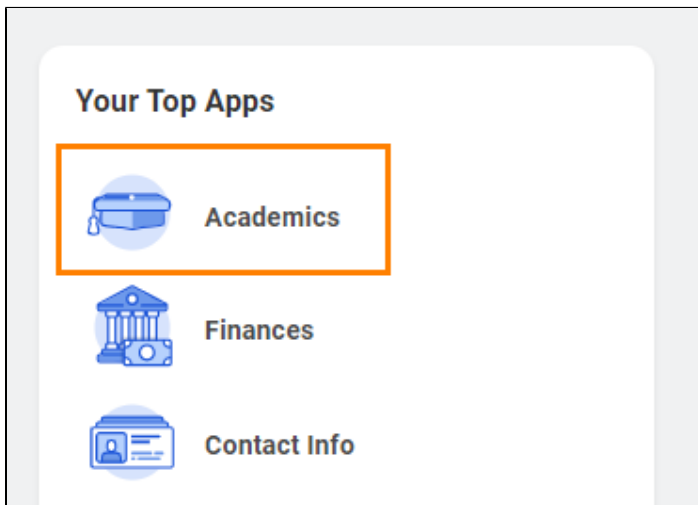
The Academics App is a one-stop shop for student tasks, activities, and reports in Workday.

On this job aid:

- [Main Worklets](#)
- [Reports and Tasks](#)
 - [Planning and Registration](#)
 - [Academic Records](#)
 - [Academic Advising](#)
 - [General Help](#)

Access the Academic App

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



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.

Main Worklets

← Academics

Academics

Important Contacts Support Network 1

Role	Student Cohorts	Photo	Person
Student Academic Advisor	AA Athletes Academic Advisor		Melissa Z

Upcoming Registration Appointments 3

International Business Management Major - Undergraduate (BS)

Start Date within	Start Time	End Time	Time Zone
2024 Undergraduate Spring Session C (03/10/2024-04/06/2024)	03/20/2023 12:15 AM	03/12/2024 11:59 PM	GMT-05:00 Easte York
2024 Undergraduate Spring Session B (02/04/2024-03/02/2024)	03/20/2023 12:15 AM	02/06/2024 11:59 PM	GMT-05:00 Easte York

Registration Requirements 2

0

Actions To Do

1

Holds

0

Actions Completed

Actions To Do

Holds

[Transcript, Diploma, Refund, Registration Add - Past Due Balance \(Overridden\)](#)

Access the Make a Payment task to pay the past due amount on your account.

My Holds 4

Hold Details	Hold Reason	Description	Resolution Instructions
Q	Past Due Balance	This hold was applied because you have charges on your	Access the Make a Payment task to pay the past due amount on

1. Important Contact Support Network: Here you will find your academic advisor information.
2. Registration Requirements: Important actions to do and complete for the academic period
3. Upcoming Registration Appointments: Registration appointments open to the student
4. My Holds: Any active hold(s) for the student
5. Academic Progress: Current cumulative and program GPA

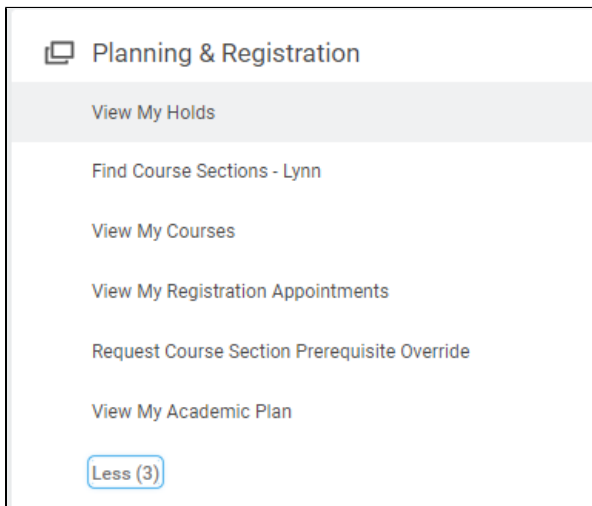
Reports and Tasks

You may need to click "More()" under some sections to expand the tasks list.

Planning and Registration

Here you will find tools to assist you in planning and registering for courses.

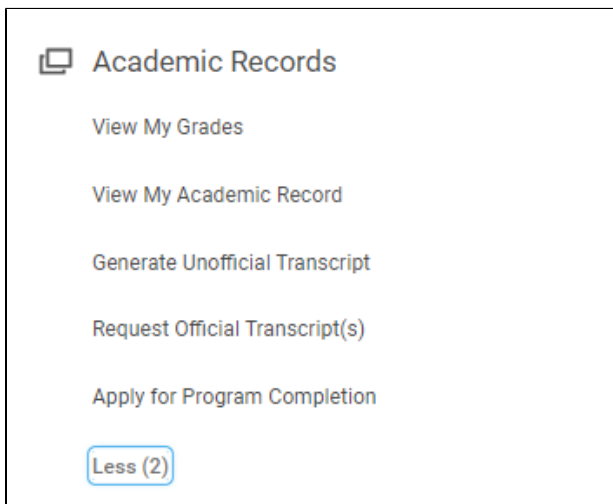
- You can search for courses to register for by using the Find Course Sections - Lynn report.
- You can also View My Registration Appointments and to help plan for the next registration period.
- Request course section override task will route your override request to faculty and deans as needed.



Academic Records

Here is where you can access both official and unofficial Lynn records. Click more (2) to expand list.

- View your final grades and academic record
- Generate unofficial transcript
- Request Official transcript
- Apply for Program Completion (Graduation)



Academic Advising

Here is where you will find all things advising.

- View My Academic Progress to see where you are in your program
- Use Evaluate Academic Requirements if you are considering changing your program and would like to see your progress compared to a new program.



Academic Advising

[View My Academic Progress](#)

[View My Academic Plan](#)

[Evaluate Academic Requirements](#)

[View Evaluated Academic Requirements](#)

General Help

- [Request Institutional Withdraw](#)
- [Change Privacy Settings](#)
- [Request verification letter](#)



General Help

[Request Full Institutional Withdraw](#)

[Change My Privacy Settings](#)

[Change My Residency](#)

[Request Enrollment Verification Letter](#)

[Request Program Completion Letter](#)

[Less \(2\)](#)