Workday Student Glossary & Terminology Crosswalk

Workday	Legacy	Description
Academic Appointment	Faculty rank / Administrative title	An academic appointment tracks an academic appointee's time at a university Appointments record an appointee's relationship to an Academic Unit over a period of time on a particular academic track. Academic appointments are the connecting point to allow those individuals to be linked to a course section via instructor eligibility.
Academic Calendar	Academic Calendar	The academic calendar provides the time framework for Workday Student. It is the template for creating academic years (2022-2023) and academic periods.
Academic Foundation	N/A	Workday functional area that establishes the structures in which our student systems environment operates. Components of Academic Foundations including our **academic structure**, **programs of study**, **academic calendars**, date controls and student eligibility rules.
Academic History	Student Registrations	A list of all completed courses and grades. Also shows transfer/test credit and GPA.
Academic Level	Student Division	The level of an educational objective students can pursue, such as Undergraduate, Graduate, Doctoral, Non-Degree.
Active Person Profiles	N/A	The number of profiles assigned to a person (ex. Worker / Student)
Academic Period	Semester, Term	A period with a defined start date and end date, such as a semester. Lynn has four standard academic periods: fall, spring and summer.
Academic Plan	Program Plan &/or Academic Track	The academic plan is a tool that includes the courses the student will need to take to complete their degree listed in the order in which they should be taken. Students will be able to register for classes using the academic plan.
Academic Progress Report	Advising Worksheet	Degree Audit/Requirements for a program of study and the progress a student is making towards their degree. The report will list all the requirements that are met and still need to be met.
Academic Record	Student record	A Transcript of all courses taken externally and internally.
Academic Requirement	Institutional Requirements	Academic requirements define what a student needs to do to complete a program of study. Academic requirements enable advisors, staff and students to track and verify a student's progress towards completing their program of study.
Academic Standing	Academic Standing	Students must meet certain academic requirements such as a minimum GPA. Students can have good standing, have a warning of probation, be on probation or be subject to dismissal.
Academic Unit (AU)	N/A	The primary organizational structure in Workday Student. Academic units are used to represent colleges, divisions or any other unit that admits students, offers programs of study or offers courses. Academic units are structured together to manage academic process flows, security access, Workday rule inheritance and reporting.

Academic Unit Hierarchy	N/A	Workday offers an additional method for grouping academic units for reporting purposes called the academic unit hierarchy. The academic unit hierarchy is related to but separate from the academic unit structure.
Academic Year	Academic Year	Defines the start and end dates of the Academic Year and associates the appropriate academic periods (terms).
Active Record	N/A	A student's record is active if it is available for transactional processing in Workday.
Active Student	N/A	In Workday active students meet at least one of these criteria: are currently enrolled/eligible to enroll in a course, have enrolled and received a grade in the five years prior to go-live, and/or have an outstanding balance on their account.
Ad Hoc Communications	N/A	Send one-time communications to one or more students via Workday
Add Program of Study	Declare Minor, second major	The process to declare a minor, concentration and/or a second major
Admissions Cohort	N/A	A grouping of applications for the same admitting level of an academic unit and the same anticipated start date. Cohorts can have 1 or more application pools, with an admissions counselor assigned to each pool.
Anticipated Aid	Anticipated Aid	A compilation of all student award items a student is expected to receive. This is not a final award amount, and does not adequately reflect what coverages a student may actually have. This is meant to be an estimate.
Anticipated Start	Entry Date	Indicates when student prospects intend to begin their enrollment. It can be an academic period, such as Fall 2016 or a dynamic date, such as October 1, 2016.
Advising, Degree Audit & Curriculum	N/A	Workday functional area that addresses critical areas for the Workday Student implementation related to advising, academic plans, degree audit (academic progress reports), and curriculum/course creation and management.
Applied for Completion	Applied for graduation	A graduation status in Workday Student that is applied when a student has completed their application for graduation, including the mandatory questionnaire.
Approved for Completion	Approved to graduate	A graduation status in Workday Student that is applied to confirm that the student has satisfied all of their academic requirements and is approved to graduate.
Award Letter	Award Letter	A letter that details federal, state, institutional, and private student financial aid.
Award Year	Award Year	At Lynn, the award year comprises the fall, spring and Summer academic periods in that order. Lynn awards financial aid based on the award year.
Balance Due Hold	Balance Hold	Hold applied to the student when they haven't paid their current or past due balance

Change Program of Study	Change Degree or Major	To declare a primary program of study (e.g., a specialization/major /option: BA, Major in Psychology) and To change a degree program or a program of study (e.g., BA, Major in Psychology to BA, Major in History).
Class Standing	Class Level	First-year, sophomore, junior, senior, non-degree or graduate. For undergraduates, the standing is determined by the number of credits earned including transfer/test credits, not by the number of years in attendance.
Contact Hours	Contact Hours	The number of hours the course meets per week.
Cost of Attendance (COA)	Cost of Attendance (COA)	The total cost to attend school for the academic year.
Course Definition	Course Catalog	Data related to the individual course, such as the course's title, credit value, description, and eligibility rules.
Course Listing / Section	Section	An course offering in a specific academic period (semester) of a specific course. For Example ABC 100 A offered Spring 2024
Course Section Definition	N/A	Data specific to an individual course section that mirrors that of the course definition with some additional areas of configuration, such as meeting patterns, instructors, capacity, or section notes.
Course Tag	N/A	Attributes attached to course definitions or course section definitions to categorize them and make them easier to track and manage.
Dashboard	N/A	A specialized landing page containing a set of pre-configured tasks or reports for a functional area.
Date Control	Year/Term /Sub-term definition and controls	A pre-determined date or deadline by which a Student must take a specific action in Workday. Date Controls are usually based on the start and end dates of a course, financial aid processes, student billing and payments, etc.
Declared Date	Declared Date	Date the student declared (started) their program of study (major)
Delivery Mode	Meeting Type	How a course section is taught: in person, online or hybrid (a combination of in-person and online instruction).
Disbursement	Disbursement	Payment of funds to the student by the school. Can be scheduled, anticipated or actual (when funds are paid out).
Disbursement Hold	N/A	Hold applied to the student when they haven't submitted the required documents or no attendance could be confirmed
Drop without Record End Date	Add/Drop dates	The last date to withdraw a student from a course section without a W Standing appearing on their transcript
Educational Credentials	Degree, Certificate	The specific diplomas, certificates, degrees, or other types of credentials students can earn at Lynn..
Educational Institution	Organizations	Secondary and postsecondary schools that student prospects might have attended. You can associate educational institutions with student prospects.

Eligibility Rule	Advising Requirements	A criteria to define requirements to register for a course (2.0 GPA, Instructor approval, etc).
Engagement Action Item	N/A	Defines a requirement that must be met for an application for admission to be considered complete. Example: Application fee.
Engagement Item	N/A	An engagement email or printed engagement item. You can include engagement items in engagement plans an use them to support student recruiting events.
Engagement Plan	N/A	A communication plan that supports a student communication campaign. The plan identifies 1 or more engagement items to send to student who meet specific criteria and includes a mailing schedule.
Expected Completion Date	Expected graduation year/term	The approximate date the student is anticipated to graduate.
Financial Aid Action Item	Financial Aid Documents	Defines a requirement which must be met for a Financial Aid application to be considered complete. Example: Verification worksheet
Friends and Family	N/A	A third party proxy designated by the student as emergency contact or granted access to view their class schedule, grades, and student financials.
Grading Basis	Grade scale / Credit type	A consistent set of grade options and grade elements, which are the specific grade values that faculty may assign. Generally classes have a graded basis that allows A-F, pass/fail, etc.
Historical Record	N/A	Historical Records (also referred to as 'Historical Academic Records') are legacy student records not migrated into Workday as "Active" records . In Workday, Historical records are functionally limited when compared to Active Records and data is stored as plain text that is not reportable and used for transcripts only.
Historical Student	N/A	A Historical Student is a student who is inactive in legacy prior to 2019.
Hold	Hold	A tag on a student's account that may block the ability to register for courses, receive transcripts, disburse financial aid, etc.
Inactive Record	N/A	A student's record will be inactive if that student has withdrawn from the university, has been dismissed or suspended, has completed their program or does not return to complete their program.
Instructional Format	Meeting type	The type of class: lecture, seminar, studio or workshop.
Load Status	Part time/Full time status	Whether a student is enrolled full time, three-quarter time, half time or less than half time.
Loan Period	Loan Period	The portion of the academic year for which the loan is requested.
Master Promissory Note (MPN)	Master Promissory Note	A legal document that is a promise to repay a federal student loan or loans and any accrued interest and fees to the lender or loan holder. There is one MPN for direct subsidized or unsubsidized loans and a different MPN for direct PLUS loans.

Match and Merge	N/A	A process that identifies duplicate student prospects when you add or update prospect information in Workday. The process merges prospects that are an exact match and flags prospects that are suggested matches. You can review and reconcile suggested matches.
Matriculation	AD to REG	In Workday, a student is "matriculated" once the student has accepted their offer of admission (online/graduate) or paid their admissions deposit (traditional daytime) and their records move into Workday. Matriculation then creates the academic record and begins the new student onboarding process. This will be a separate/different from the definition of matriculation that equates to enrolled.
Meeting Patterns	Course date /times	Dates and times that the course will meet (Schedule information)
Open Registration	N/A	A period when all students with an "In Progress" status can change their registration regardless of whether they have been assigned a registration appointment.
Policy	N/A	In Workday "Policy" is a rule set configured in the system. Policies in Workday are "passed down" from superior academic units and "inherited" by their subordinate academic units.
Program Area	N/A	Groupings of similar Programs of Study with similar attributes
Program Duration	Program Duration	The length of a program of study in weeks, months, or years. Workday Student uses this value to determine the Expected Completion date.
Program of Study (POS)	Major of study Degree Program	An educational objective, such as Business Administration major for which students can achieve a Bachelor of Arts degree. Each program of study is specific to a level of an academic unit.
Program of Study Status	N/A	The state of a student's educational objective, typically a major. In progress and matriculated indicate the student is active in the objective; discontinued and institutional withdrawal indicate the student is no longer participating in the objective; leave of absence indicates the student is on a temporary break from Lynn.
Program of Study Type	Degree program types	A type, such as Major, Minor, Concentration or Certificate, that you associate with a program of study to control the configuration options available to it. You can configure a program of study type to stand alone, grant credentials, and have concentrations.
Recipient Threshold	N/A	The maximum number of students to whom you can send an engagement item at the same time.
Registration Appointment	Open Registration	The earliest date and time as of which a student can self register in a course section for an upcoming academic period. (Not an Advising Appointment)
Registration Override	Registration Override	Manual adjustment(s) performed by an Administrator which grant exceptions to restrictions and/or deadlines that prevent a student from registering in a course section. Requests for overrides are first reviewed by the relevant Unit and, if approved, are actioned in Workday by an Administrator
Registration Status	Current status	Shows if a student has been registered (current) or unregistered (dropped) for the course.

Reporting Record	N/A	When students have multiple academic records, the reporting record establishes primacy for processing and reporting.
Satisfactory Academic Progress (SAP)	Satisfactory Academic Progress (SAP)	Satisfactory academic progress (SAP) requires the student to maintain minimum academic standings to continue to receive financial aid.
Section Status	Course Status	**Preliminary** indicates a course section in draft mode that is not shown to students and for which students may not be registered; **open** indicates the course is available for registration; **closed** means it has reached capacity; **canceled** indicates the course has been removed from the schedule of classes; **waitlisted** indicates the course has a waitlist.
Smart List	N/A	Course lists used for academic requirements.
Standard Academic Period	Terms, Semester, Blocks	Fall, spring and summer
Student Award Item	Student Award Item	Defines the type of funding the student has been awarded. Example: Federal Pell
Student Cohort	N/A	Student cohorts are configurable collections of students that share characteristics such as program of study, academic unit, special population, tuition rate, etc.
Student Condition Rules	N/A	Requirements that use business objects to define a subset of the student population for a given process or transaction. More broad than eligibility rules.
Student Eligibility Rules	N/A	Requirements that use pieces of student data to determine if a student meets the criteria for something in Workday Student. E.g., used in course pre-requisites.
Student Onboarding	Orientation Checklist	Is a series of required action items students need to complete to prepare for orientation and the beginning of the term.
Student Profile	N/A	A worklet that displays information for a student, including program of study, current courses, contact information Academic and financial details.
Student Prospect Profile	N/A	A worklet that displays information for a prospective student, including contact information and recruitment details.
Student Prospect Type	Candidacy Type	A Workday-defined value, such as First Year or Transfer that you can assign to prospective students and use to match student prospects to admissions counselors automatically.
Student Sponsor Contract	N/A	A student sponsor contract is an agreement by an agency, company, embassy, or other organization to pay all or a portion of a student's tuition and fees.
Student Tags	N/A	An attribute, such as Veteran, Athlete, or Scholarship Recipient, that you can assign to student prospects. You can use tags to match student prospects to recruiters automatically, find prospects, and use as criteria for associating engagement plans with prospects.

Subject	Course Subject	A subject is the area of study for a course, like accounting or business.
Swap	N/A	Swap allows Students to drop one course or course section and register for another course or course section in the same academic period at once. Swap cannot be used after the add/drop deadline.
Third Party Outside Payment	N/A	A Third Party Outside Payment is made by an outside agency, corporation, State Prepaid Tuition Plan, etc.
Total Financial Assistance Screen	N/A	This screen will show all forms of financial assistance a student has been awarded, including financial aid, scholarships, and waivers.
Transfer Credit	Transfer Credit	Credit taken at collegiate institution that is transferable to Lynn