



# Attendance Plan Overview

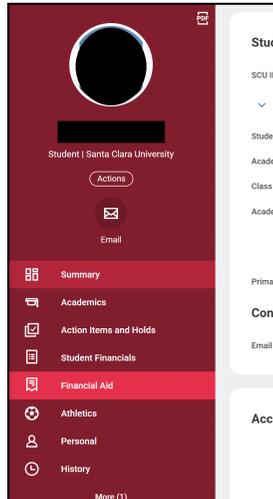
## Overview

This quick reference guide will cover how Financial Aid staff can confirm a student's current attendance plan.

## Process

### 1. Viewing an Attendance Plan

- a. After logging into Workday, locate the student using:
  - i. **Find Students** task
  - ii. Searching for Student: >first and last name< in the search bar.
- b. Select the Financial Aid tab.



- c. From here select the **Attendance Plan** tab to view the plan for this student.

	Academic Period	Award Year	Academic Year Type	Academic Year Sequence	Period Start Date	Period End Date	Weeks of Instruction	Entering Period
Q	Fall 2019 Quarter	2019-2020 Award Year	SAY-Summer Trailer	1	09/09/2019	12/31/2019	10	Yes
Q	Winter 2020 Quarter	2019-2020 Award Year	SAY-Summer Trailer	1	01/01/2020	03/22/2020	10	Yes
Q	Spring 2020 Quarter	2019-2020 Award Year	SAY-Summer Trailer	1	03/23/2020	06/11/2020	10	Yes

- i. The **Period Details** tab shows projected dates and weeks of instruction.
- ii. The **Load Status** tab displays projected load status per academic period.
  1. Also located here are Participation and Pell enrollment, as well as any applied overrides.
- iii. The **Class Standing** tab displays projected class standing per academic period, as well as any overrides.



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## 2. Refreshing an Attendance Plan

- a. After logging into Workday, run the **Run Student Financial Process by Student** task.
  - i. Search for the student by name.
  - ii. Select the checkbox next to the student from the search results.
  - iii. Click **Refresh Attendance Plan** button.

- b. Select the **Confirm** checkbox and click **OK**.

Run Student Financial Processes by Student

>Student Name<

Saved Searches

Current Search Save  1 Result | All 1 selected

Clear All

>Student Name< Santa Clara University - Political Science Major  
Political Science Major

Academic Level

Undergraduate (1)

Academic Unit

Political Science Department (1)

Institution

Santa Clara University (1)

Refresh Attendance Plan Progress ISIRs Remove Holds and Soft Drop

Refresh Attendance Plan

You are about to refresh attendance plans for all of the stu

Confirm

OK Cancel