

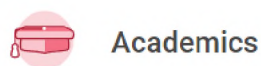
Overview

This quick reference provides an overview of how to navigate the **Evaluate Academic Requirements** as a student. This task allows you to explore “what-if scenarios” for programs of study different from what you are currently pursuing.

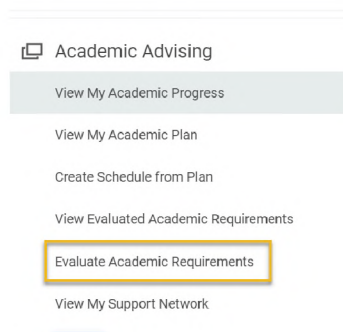
NOTE: This task does not work on adding a Focus / Emphasis / Concentration to a program of study.

Process

1. From the Workday Homepage, click on the **Academics App**.



2. In the Academic Advising section click **Evaluate Academic Requirements**.

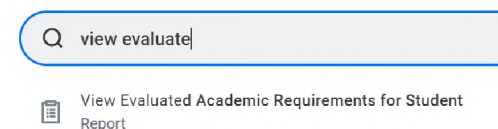


3. Select a program of study you would like to evaluate.

The image shows a screenshot of the "Evaluate Academic Requirements for Student" form. The form has two input fields: "Student" and "Program of Study", both with a red asterisk indicating they are required. Below the form are two buttons: "OK" (orange) and "Cancel" (white with a grey border).

NOTE: Steps can be repeated separately to evaluate up to 5 programs of study for the same student.

4. You can review the evaluation details for the program of study, either from your **Inbox** (you will receive a notification when the job completes) or you can click the **View Evaluated Academic Requirement** link on the Academics App.



5. The report will show the following information:
 - **Cumulative GPA:** Shows the student’s overall GPA at SCU.
 - **Unused Registrations:** Completed courses that do not count toward a particular requirement. To view these courses, click the number value.

- **Program of Study GPA:** Shows the student's GPA for program specific requirements.
- **Requirements Effective:** Date the program was first effective for the student.
- **Last Evaluated:** Date the Academic Progress Report was evaluated (refreshed) for the student.

Cumulative GPA 3.912

Unused Registrations 0

Accounting Major Requirements

Program of Study GPA 0.000

Requirements Effective 12/05/2022 Last Evaluated 11/18/2022 07:03:36 AM GMT-08:00 Pacific Time (Los Angeles)

Requirements Not Assigned 3

- Review the Academic Requirement Areas.
 - You can click on the requirement itself for more information.
 - The **Satisfied With** columns will show any courses that have satisfied the requirement.
 - The **Status** shows the current status of this requirement (e.g., Satisfied, Not Satisfied).
 - The **Remaining** column lists the remaining elements of the requirement, such as additional courses or units.

- The **Registrations Used** column will list which course is fulfilling the academic requirement.
- **Academic Period** identifies when the requirement was

81 items

Requirement	Status	Remaining	Registrations Used	Academic Period	Units	Grade
University Requirement: Must have a minimum 2.000 Cumulative GPA	Satisfied					
University Requirement: Must complete a minimum 60 Upper Division Units	In Progress	Minimum 20 Unit(s)	ENGL 147 - Topics in British Literature	Fall 2020 Quarter	5	A
			POLI 170 - Campaigns and Elections	Fall 2020 Quarter	5	A
			ENGL 100H - Writing in the Public Interest- Honors	Spring 2021 Quarter	5	A
			ENGL 144G - 18th Century Women British Lit	Spring 2021 Quarter	5	A
			POLI 139 - Religion and Poli in Develop...	Spring 2021 Quarter	5	A

completed/taken.

- **Units** is how many units the course is worth.
- **Grade** lists the final grade. For courses that are in progress, no grade will be listed.