

Overview

This quick reference guide will cover how to view student contact information, academic history, and other information using the **Student Profile**.

The **Student Profile** is separate from a **Student Worker Profile**, which contains a student's employment information if employed by SCU.

Process

1. First, you will search for a student record. The most convenient way to do this is to configure your search in Workday. On the *Search Page*, click on **Configure Search** drag **Student** up to the top.



NOTE: If the student has a preferred name that differs from the legal name, the preferred name will be prioritized in searches even if you search by the legal name.

You can also enter **Find Academic Records** into the **Search Bar** and press **Enter**. This report will allow you to locate the student and click directly to their profile.

Q	find academic records
	Find Academic Records Report

2. The **Student Profile** provides a comprehensive view of the student's information.

The **Summary** page shows a summary of the student's progress, general information, and account activity.



6	Student Information	Current Classes
	SCU ID	> Enrolled Sections - Fall 2022 Qua
	000015394.	
	✓ Santa Clara University	
	Student Status	
anta Clara University	Active	
Actions	Academic Level	
	Undergraduate	
Email	Class Standing	
	Senior	
у	Academic Unit	
ics	English Department	
tems and Holds	Philosophy Department	
	Political Science Department	
S	Santa Clara University	
More (3)	Primary Program of Study	

3. On the left, you will see tabs for different functional areas.



NOTE: Access to information on the **Student Profile is** controlled by your security. For example, users who do not have access to student finances will be unable to see **Student Financials** in the menu.

- **Personal:** View personal information about the student such as names, IDs, documents, and current housing information. If you have access to modify this data, you can do so through this tab.
- **Contact:** View contact information for the student and any emergency contacts they have entered. If you have access to modify this data, you can do so through this tab.

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Address	Usage		Visibility	Shared With	Effective Date
Sunbird Court Valencia, CA 913553505 United States of America	Home (Primary) Mailing	Home (Primary) Mailing			11/01/2022
Sunbird Ct Valencia, CA 91355-3505 United States of America	Home Permanent		Private		11/01/2022
hones 3 items				1	≂⊡." ⊞
Phone Number	Device	Usage		Visibility	Shared With
盈 +1 (661) :	Mobile	Home (Primary)	Home (Primary)		
窗 +1 (661)	Telephone	Telephone Home		Private	



• Academics: Use this tab to view academic information about the student, including their program of study, current classes, academic plan, transfer credit, academic progress, and any external records, if applicable.

 Com Scier 	puter Enginee nce and Engin	ring Department/Unde eering Major)	rgraduate (Tl	ne Digital Ag	e Pathway/Comp	uter
tudent						
nstitution	Santa Clara Univ	ersity				
ducational (Objective 3 items				XII Ţ L	י 🎟 🖽
Program of	Study	Bundled Programs of Study	Declare Date	Expected Completion	Status	Prima
Computer Si Engineering	cience and Major		09/14/2020	06/07/2024	In Progress	Yes
		The Digital Age Pathway	05/01/2022	06/07/2024	In Progress	No
Undergradua Arts_and_Sc Sciences Un Undeclared	ate ciences and declared		09/15/2020	06/07/2024	Discontinued	No
4						+
Add Pr	ogram of Study					

• **Student Financials:** This tab will have account transactions as well as outstanding payments and charges.

Total Accoun	t Balance	0.00				
Due Now		0.00				
Past Due	0.00					
Current Due	0.00					
Future Due	0.00					
Future Due Account is up t	0.00 o date.					
Future Due Account is up to 0 items	0.00 o date.			1	╤ 010 ⊡ ∟	- III III

• **Financial Aid:** This tab will contain information about the student's financial aid and FAFSA record.

Total Accour	it Balance	0.00				
Due Now		0.00				
Past Due	0.00					
Current Due	0.00					
Current Due Future Due	0.00					
Current Due Future Due Account is up t	0.00 0.00 o date.					
Current Due Future Due Account is up t 0 items	0.00 0.00 o date.			xIII III 1	<u>≓</u> 00 ⊡ ∟	• 🔳 🖽



• **History:** This tab will display a history of processes that have been executed on the student's record.

1 items			
Date	Category	Action	Details
11/19/2022 04:14 PM	Hold	Hold Removed	Remove: Attendance Plan (Load Status) - Load Status Program Review
11/16/2022 09:07 PM	Hold	Hold Applied	Apply: Attendance Plan (Load Status) - Load Status Program Review
11/16/2022 10:18 AM	Personal	Change of Citizenship	Citizen (United States of America)
11/15/2022 12:07 PM	Admissions	Stage Progression	Student
11/15/2022 09:53 AM	Admissions	Stage Progression	Applicant
09/06/2019 03:48	Personal	Created	Transcript Load

• **Portfolio:** This tab contains any certifications, professional affiliations, achievements, job history, and languages that have been entered for or by the student.

