

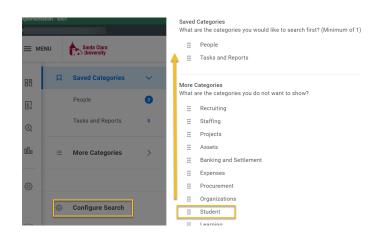
Overview

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.



10 10	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	
ŋ	Academic Unit	
nics	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.

Edit •					
Home Contact Informa addresses 2 items	ation			×	≂ 🗆 r. 🎟
Address	Usage		Visibility	Shared With	Effective Date
Sunbird Court Valencia, CA 913553505 United States of America	Home (Primary) Mailing		Private		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
歰 +1 (661) :	Mobile	Home (Primary)		Private	
+1 (661)	Telephone	Telephone Home		Private	
雷 +1 (661)	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.

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Program of Study	Bundled Programs of Study	Declare Date	Expected Completion	Status	Prima
Computer Science and Engineering Major		09/14/2020	06/07/2024	In Progress	Yes
	The Digital Age Pathway	05/01/2022	06/07/2024	In Progress	No
Undergraduate Arts_and_Sciences and Sciences Undeclared Undeclared		09/15/2020	06/07/2024	Discontinued	No

• **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					
	0.00			₩ Ⅲ =	╤┉┲┎	• III II

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

Total Accourt	t Balance	0.00				
Due Now		0.00				
Past Due	0.00					
Current Due	0.00					
Future Due	0.00					
Account is up t	o date.					
Account is up t				× = = =	= 00 🖂 🕻	י 🖩 🆽
0 items						



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

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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 PM	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.

