

# Workday to PeopleSoft Glossary of Terms

Workday	PeopleSoft	Category	Description
<b>Academic History</b>	Student Services Center	Records & Registration	A list of all completed courses and grades. Also shows transfer/test credit, GPA, units attempted and earned, class and academic standing.
<b>Academic Level</b>	Roughly equivalent to Career, but not exactly.	All Areas/ Cross Functional	Undergraduate or graduate. Levels are associated with students, programs of study, courses, course sections and academic policies.
<b>Academic Period</b>	Term Codes	All Areas/ Cross Functional	Typically referred to as quarter or term, a length of time with defined start and end dates. Academic Periods will no longer be denoted by a 4-digit code.
<b>Academic Plan</b>	Course checksheets provided by departments. This feature is not in PeopleSoft.	Advising	Students may map the classes they will take each quarter to complete their program of study. SCU provides a template for most students. The plan can be used in conjunction with academic progress that shows progression toward meeting degree requirements. This is an optional feature for use by students.
<b>Academic Progress</b>	Degree Audit	Advising	A list of requirements to complete the student's program of study. The report indicates which requirements are satisfied, in progress and not satisfied. The report does not indicate when students should take the classes.
<b>Academic Requirement</b>	Academic Requirement	Advising, Curriculum	An element of the academic progress tool that outlines the requirements to complete a program of study. An academic requirement is typically a required course. Exceptions to requirements may be requested and, if approved, recorded in Workday.

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<b>Academic Standing</b>	Academic Standing	Records & Registration	To remain at Santa Clara, 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
<b>Academic Unit</b>	Department, but in some instances Career. Academic Organization.	All Areas/ Cross Functional	An academic entity of Santa Clara, such as an academic department or division. Academic units contain programs of study, students, courses and course sections
<b>Academic Year</b>	Academic Year	All Areas/ Cross Functional	The academic year includes Fall, Winter, Spring quarters. SCU awards financial aid based on academic year.
<b>Award Letter</b>	Award Letter	Financial Aid	A letter that details federal, state, institutional, and private student financial aid.
<b>Award Year</b>	Aid Year	Financial Aid	The award year includes the Fall, Winter, and Spring quarters. Santa Clara awards financial aid based on the award year.
<b>Class Standing</b>	Academic Level	All Areas/ Cross Functional	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.
<b>Contact Hours</b>	Contact Hours	Curriculum	The number of hours the course meets per week.

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<b>Cost of Attendance (COA)</b>	Cost of Attendance (COA)	Financials	The total cost to attend school for the academic year.
<b>Course</b>	Course	Curriculum	A class. For example, BIOL101
<b>Course Section</b>	Class	Curriculum	An offering in a specific academic period (quarter/semester) of a specific course. For example, BIOL 101-01
<b>Course Tag</b>	Course Tag	Curriculum	When a specific requirement is attached to a course. For example: a Course Tag for Pathways: Design Thinking is attached to all courses that satisfy this requirement.
<b>Declare Date</b>	Effective Date	Curriculum	When a student started a particular program of study.
<b>Delivery Mode</b>	Instruction Mode	Curriculum	How a course section is taught: in person, online or hybrid (a combination of in-person and online instruction).
<b>Disbursement</b>	Disbursement	Financial Aid	Payment of funds to the student by the school. Can be scheduled or anticipated and actual (when funds are paid out).
<b>Eligibility Rule</b>	Academic Requirement Line	All Areas/ Cross Functional	Typically used to define a pre-requisite to register for a course.

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<b>Expected Completion Date</b>	Expected Graduation Term	Records & Registration	The term the student is anticipated to graduate.
<b>Friends and Family</b>	Relationships	Records & Registration	Persons identified by the student who have permission to access their class schedule and/or grades.
<b>Grading Basis</b>	Grading Basis	Curriculum	Identifies how an instructor will assign grades. Generally classes have a Graded basis that allows A-F. The alternative is pass/no pass.
<b>Hold</b>	Hold	Records & Registration	A tag on a student's account that may restrict the ability to register and/or receive pertinent account information such as transcripts.
<b>Instructional Format</b>	Course Component	Curriculum	The type of class: lecture, seminar, studio or workshop.
<b>Interim Grade</b>		Records & Registration, Curriculum	A check-in grade provided by the instructor roughly midway through the term. The grade is not part of the student's permanent academic record and does not factor into the GPA. Not all academic units monitor Interim Grades.

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<b>Load Status</b>	Load Status	Records & Registration	Whether a student is enrolled full time or less than full time. For undergraduates, fall, winter, and spring quarters, 12 credits is considered to be full time.
<b>Loan Period</b>		Financial Aid	The portion of the academic year for which a student loan is requested and awarded.
<b>Master Promissory Note (MPN)</b>	Master Promissory Note (MPN)	Financial Aid	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.
<b>Program of Study</b>	Combination of Academic Program and Plan/Subplan	Advising, Curriculum	An educational objective such as a Bachelor of Arts with a major of English. Programs of study can include concentrations and emphases.
<b>Program of Study Status</b>	Academic Plan Status	Advising, Records & Registration	The state of a student's educational objective, typically a major. <i>In progress</i> and <i>matriculated</i> indicate the student is active in the objective; <i>discontinued</i> and <i>institutional withdrawal</i> indicate the student is no longer participating in the objective; <i>leave of absence</i> indicates the student is on a temporary break from SCU.
<b>Related Actions Button</b>		All Areas in Workday	When you scroll to the right of many headings or subheadings in Workday, there appears what looks like a twinkie with three dots. There are many additional functions or information available when clicking into this.

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<b>Satisfactory Academic Progress</b>	Satisfactory Academic Progress	Financial Aid	Indicates whether or not a student is maintaining minimum academic standings to continue to receive financial aid.
<b>Saved Schedule</b>	Shopping cart	Records & Registration	Particular course sections that a student saves so they can view or register for during their registration appointment period or open enrollment period. * Placing a class in a saved schedule does not guarantee the student a seat.
<b>Scheduled Award</b>		Financial Aid	The maximum grant amount a student is eligible to receive for the award year if they are enrolled full-time for the academic year. This amount is calculated from the information provided on the Free Application for Federal Student Aid (FAFSA).
<b>Section Status</b>	Class Status	Curriculum	Gives information regarding the status of a specific course section.  Preliminary- in draft mode (not available to students). Open- available for registration Closed- has reached capacity Canceled- removed from the schedule of classes
<b>Smart List</b>	Course List	Records & Registration	Course lists used for academic requirements.
<b>Student Cohort</b>	Student Group	Advising	A group of students meeting a particular criteria (i.e. student athletes, biology majors, study abroad students). Often used for advising purposes.

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<b>Transfer Credit</b>	Transfer Credit	Records & Registration	College credit earned from an outside institution and used to complete requirements at SCU. May include course and test credit.
<b>Student Tags</b>		All Areas/ Cross Functional	An attribute, such as Veteran, Athlete, or Scholarship Recipient assigned to student prospects. Tags can match student prospects to recruiters automatically, find prospects, and be used for associating engagement plans with prospects.
<b>Profile</b>	Student Services Center	All Areas/ Cross Functional	A worklet that displays information for applicants and students, including contact and personal information, academic details, holds, and financial information.
<b>Match and Merge</b>	Search/Match	Admissions	A process that identifies duplicate applicants. The process merges exact record matches and flags suggested matches.