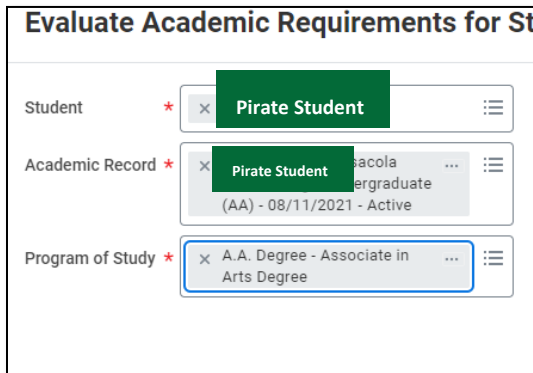


STAFF/FACULTY

Evaluate Academic Requirements

1. To locate the academic requirements for all programs offered at PSC in Workday, type in the search bar (found on the top of any screen in your Workday account) *Evaluate Academic Requirements* (or any combination of those words).



2. Click *Evaluate Academic Requirements for Student*.
3. Choose the *Student, Academic Record,* and *Program of Study*.

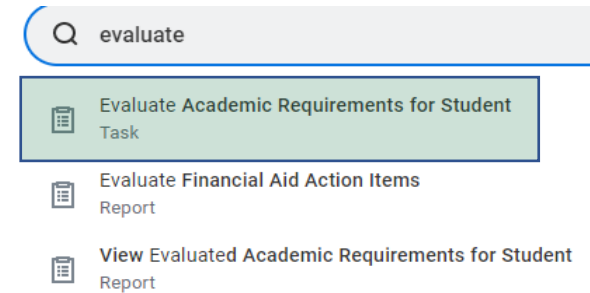
4. Click **OK**.

Workday will then generate the requirements.

5. Click **Done**.

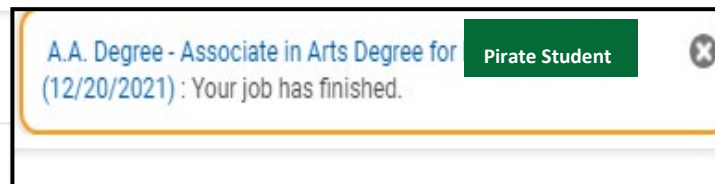
The Report Notification will be in the right-hand corner of your Workday screen.

6. Click the notification to view the Academic Requirements.




Evaluate Academic Requirements for Student

The background process has started.



All requirements for this Program of Study will display and any courses completed and satisfied with the requirement.

7. Click **Done** when finished reviewing.
8. You can **download** a copy to Excel and **save or print** the requirements.

