## PENSACOLA STATE COLLEGE

## STAFF

## **Program of Study Load Status**

1. In the search bar at the top of any Workday screen, type Load Status and click Review Program of Study for Load Status – Report.



The Institutional Academic Unit will automatically populate.

Review Programs of S	Study for Load Status
Institutional Academic Unit *	× Pensacola State College
OK Canc	el

- 2. Click **OK.**
- 3. Identify a student on the report to work and click the *ellipsis* button.

Student	
Pirate Student	-

4. Hover over *Financial Aid* and then click *Review Programs of Study for Load Status.* 



- 5. Confirm Student and Institution.
- 6. Click **OK.**

Student	rindte Student
Institutional Academic	Jnit * × Pensacola State College …
titutional Academic	Jnit * X Pensacola State College …