# PENSACOLA STATE COLLEGE

## STAFF

### View Academic Progress

 Search for the student using the student's name or PSC ID number in the search bar, found at the top of your Workday screen. TIP: Type **Student:** followed by a name for quick search results.

2. Choose the student's *Student Profile*.



**Notes:** If they are a student assistant or PSC employee, they will have two profiles, employee and student. Click *Student* under *Categories* to narrow your search results.

3. Click Academics.

4. Click on the *Academic Progress* tab.

#### **Review Student Competencies**

 From the Student's Profile, click Academics.
 Click on the Competencies tab.

Here you can view any entered competencies for the student.

#### **Review Completed Programs**

1. From the Student's Profile, click *Academics.* 

2. Click on the *Completed Programs* tab (if this tab is not visible, the student has not completed any programs).

#### **Review Student Academic History**

- 1. From the Student's Profile, click Academics.
- 2. Click on the Academic History tab.

The student's Academic History will display based on Program of Study, Academic Year, and Academic Period.

#### **Review Student Plan**

- From a student profile, click Academics.
- Click on the *Plan* tab.

Overview Current Classes	Plan Academic History Competencies Academic Progress
Update Plan	
Primary Plan Name Michael	Iohnston - Pensacola State College/Vocational (CC) Plan 2
Accounted for Academic Requir	ements 5 Unaccounted for Academic Requirements 4
View Alternate Plans 1	
Register from Plan	View Saved Schedules Create Schedule Create Alternate Plan Request Change Primary Plan
Registration Appointments 1	
<ul> <li>2022-2023 Academi</li> </ul>	ic Year
4 items	

Here an advisor can update, register, and edit a student's plan.

#### **Review Current Classes**

- From a student profile, click Academics.
- Click on the *Current Classes* tab.

	Certificate Barbaria	(00)										
aree	r Certificate - Barbering	) (CC)	0000									
III 20	122 Session A (06/11/2022	-12/10/	2022)									
Vie	ew Schedule											
										Turn on the new table	s view C	
y Enro	Enrolled Courses 1 tem											
	Course Listing	Credit	t Grading Basis	Enrolled Sections								
		hours		Section	Instructional Format	Delivery Mode	Meeting Patterns	Registration Status	Instructor	Start Date	End Da	
Q.	COS 0071C - Safety Sanitation and Sterilization	270	Graded	COS 0071C-6413 - Safety Sanitation and Sterilization	Lecture	In-Person	M/T/W/Th   5:00 PM - 9:14 PM	Registered	Sherry McCrea	08/11/2022	12/16	