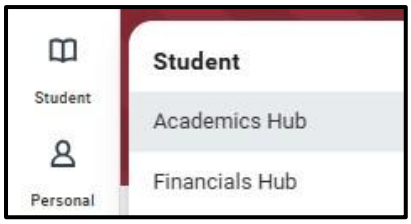
Workday Student: Academic Progress Guide

This guide is intended to help you access, understand, and utilize your academic progress as shown in Workday. Academic Progress is an advising tool that outlines the requirements for your program of study, provides up-to-date tracking of which courses you have, have not, or are in the process of completing. It also provides important details such as your GPA, total earned credits, and any unused course registrations…all in one place! Note any word that appears in italics will be defined at the end of the section they appear in for this guide.

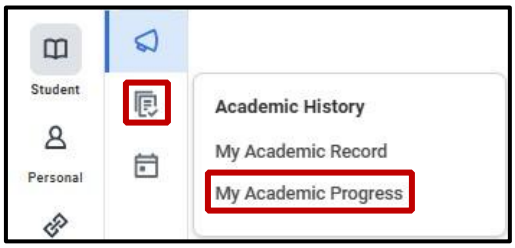
Access Your Academic Progress

From the Workday homepage:

1. From the **Menu** on the lefthand side of the screen, in the **Student** section, select **Academics Hub**.



2. Then click **Academic History** and select **My Academic Progress** from the list.

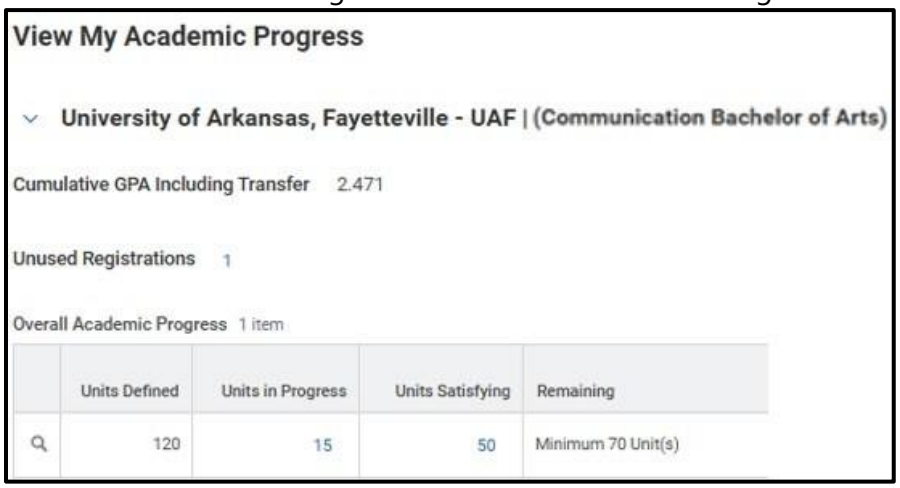


Note: There are multiple ways to access your Academic Progress in Workday. If you are on your Student Profile, this information is located in the Academics menu on the Academic Progress tab.

3. Your academic progress will display.

Understanding Your Academic Progress - Overall

The first part of your Academic Progress shows you the ***Program of Study*** you are in, your ***Cumulative GPA***, any ***Unused Registrations*** you might have, and table that shows your ***Overall Academic Progress***. In the example below, the student is in the Communication Bachelor of Arts Program of Study. They have an overall GPA of 2.471 and 1 Unused Registration. Additionally, they have completed 50 Units towards their degree with another 15 Units in Progress.



Program of Study: Often referred to as a major, your Program of Study is the degree or certificate you are enrolled in at your institution.

Cumulative GPA: Cumulative GPA is your overall GPA at your institution. Each institution has different policies and procedures for calculating GPAs. If you have questions about your Cumulative GPA, you should contact your advisor or the registrar's office.

Unused Registrations: Unused Registrations are Courses you have completed, either at your institution or have transferred in, that are not counting towards your Program of Study. If you click the blue number beside Unused Registrations, it will display the course or courses that are not currently counting. If you believe an Unused Registration should be counting, please contact your advisor as soon as possible. The three most common types of Unused Registrations are:

- Developmental Courses or courses designed to aid student success during the transition to college coursework.
- Courses that do not satisfy a requirement for your Program of Study. Each Program of Study has a designed pathway and deviating from that can result in Unused Registrations.
- Courses with a grade requirement that is not met. Meaning, a certain course might require a C grade to count, so if you receive a grade below this it will result in the Course counting as an Unused Registration.

Overall Academic Progress: The Overall Academic Progress table shows how many units are needed to complete your program of study in the Units Defined column. This is generally 60 units for an

associate's degree and 120 units for a bachelor's degree. The Units in Progress column shows how many units you are currently registered in for the active academic periods. Units Satisfying displays how many units you have completed, and the Remaining column shows how many units you still need to receive a final grade for to complete your Program of Study. Once you have completed your Program of Study, the Status column will change from Not Satisfied to Satisfied!

Program of Study Requirements:

The second part of your Academic Progress shows you the Requirements Effective or which Program of Study requirements are on your profile, the last date your profile was evaluated, and any Requirements Not Assigned. Depending on your Program of Study and institution you might also see a Program GPA, which is your GPA in program requirements only. Additionally, there is a table that shows the Program of Study ***Requirements***, the ***Status*** of the Requirement, if applicable: ***Remaining***, the ***Registrations Used***, the ***Academic Period***, the ***Units***, and your ***Grade***. In the example below, the student has a Requirement that is ***Not Satisfied***, one that is ***In Progress***, and another that is ***Satisfied***.

Communication Bachelor of Arts Requirements

Requirements Effective 2 Last Evaluated 08/15/2025 06:30:55 PM GMT-06:00 Central Time (Chicago)

Requirements Not Assigned 10

44 items

					Satisfied With	
Requirement	Status	Remaining	Registrations Used	Academic Period	Units	Grade
University Core in U.S. History or Government	Not Satisfied	Minimum 1 Course(s)				
University Core in Fine Arts	In Progress		THTR 10003 - THEATRE APPRECIATION (In Progress)	UAF Fall 2025 (08/18/2025-12/12/2025)	3	
University Core in Humanities	Satisfied		AAST 2023 - AFRICAN AMERICAN EXPERIENCE	UAF Spring 2024 (01/16/2024-05/10/2024)	3	B

Requirement: A Requirement is a rule that must be satisfied for you to graduate or complete your academic program. Each Program of Study, Minor, or Certificate has Requirements that must be satisfied. Additionally, each institution has graduation requirements such as minimum GPA. Additional information about Requirements can be found in the next section!

Status: The Status column of the table shows the state of the Requirement. There are three types of Status:

- Not Satisfied – This Requirement still needs to be completed.
- In Progress – You are currently registered for a course that would satisfy this Requirement or have completed part of the Requirement.
- Satisfied – You have completed this requirement.

Remaining: The remaining column will have information about what is needed to complete a

Requirement if the Status is Not Satisfied or In Progress if there are additional requirements remaining to complete the Requirement. This column will be blank if the Status is Satisfied or In Progress and the in-progress registration completes the Requirement.

Registrations Used: The Registrations Used column displays the course or courses that have been used to satisfy the requirement. If the registration is in progress, it will be noted at the end of the course information.

Academic Period: Academic Period is when you took the course. Examples include Fall, Spring, and Summer. In addition, the year in which the course was taken is included. For example, UAF Fall 2025.

Units: Units refer to the credit value of the course. Most courses are three units. However, units can vary and things such as science labs can count as one unit or be packaged into the science class to make the total four units.

Grade: The Grade column will display your final grade for the course or courses in Registrations Used for the respective row.

Note: If you have a second Program of Study, Minor, or Certificate, the Academic Progress for it will be on a table below your primary program of study!

Requirements:

On your Academic Progress page, each Requirement will have a blue hyperlink. Clicking the hyperlink will open a new screen that provides further information about the Requirement. From the previous screenshot, clicking the University Core in U.S. History or Government opens the screen below. For this example, the student must complete one of the four listed courses to satisfy the Requirement. Just because a course is listed here does not mean it will be offered during the next Academic Period. Reach out to your Academic Advisor for assistance planning your future schedules! The Sharing Restrictions section lists other requirements that share one or more of the same courses with the selected requirement, meaning that the same course cannot satisfy more than one requirement. When done, you can click the back button on your browser to return to your academic progress page.

Academic Requirement	University Core in U.S. History or Government
Eligibility Rule Meaning	Must complete one of the following:
	HIST 20003 - History of the American People to 1877 (ACTS Equivalency = HIST 2113)
	HIST 20103 - History of the American People, 1877 to Present (ACTS Equivalency = HIST 2123)
	PLSC 20003 - American National Government (ACTS Equivalency = PLSC 2003)
	PLSC 200H3 - Honors American National Government
Sharing Restrictions	University Core in Humanities University Core in Social Sciences
Status	Not Satisfied
Remaining	Minimum 1 Course(s)