Attendance Plan Overview

Overview

This quick reference guide will cover how Financial Aid staff can confirm a student's current attendance plan.

Process

1. **Viewing an Attendance Plan**
   a. After logging into Workday, locate the student using:
      i. **Find Students** task
      ii. Searching for Student: >first and last name< in the search bar.
   b. Select the Financial Aid tab.
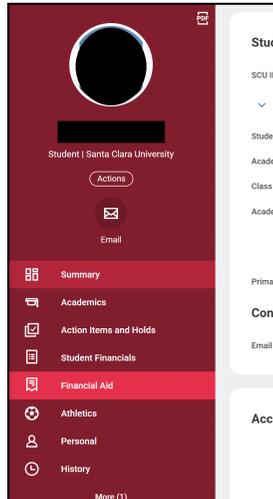
c. From here select the **Attendance Plan** tab to view the plan for this student.

   i. The **Period Details** tab shows projected dates and weeks of instruction.
   ii. The **Load Status** tab displays projected load status per academic period.
      1. Also located here are Participation and Pell enrollment, as well as any applied overrides.
   iii. The **Class Standing** tab displays projected class standing per academic period, as well as any overrides.

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2. Refreshing an Attendance Plan

    a. After logging into Workday, run the **Run Student Financial Process by Student** task.

        i. Search for the student by name.

        ii. Select the checkbox next to the student from the search results.

        iii. Click **Refresh Attendance Plan** button.

b. Select the **Confirm** checkbox and click **OK**.