



Viewing the Student Profile

Overview

This quick reference guide will cover how to view student contact information, academic history, and other information using the **Student Profile**.

The **Student Profile** is different from a **Student Worker Profile**, which contains a student's employment information if employed by SCU.

NOTE: Before starting your tasks in Workday Student, follow the set up procedures outlined in the *Getting Started* guide found under *Workday Training and Support* [here](#).

Process

1. Begin by searching for a student using one of these options:
 - a) In the main Search Bar, type **STUDENT:** followed by the student's name or **STUDENTID:** followed by the student's ID number (*Student: Becky Bronco* or *Studentid: 0000169347*) and press enter.

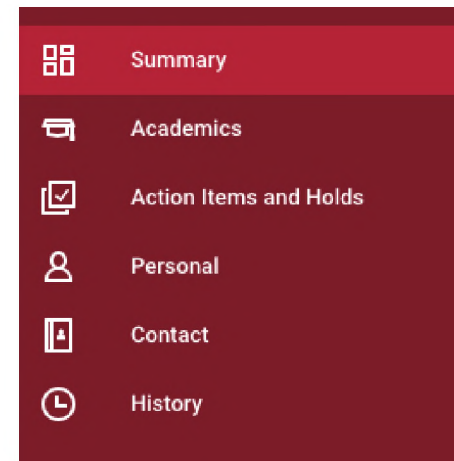
NOTE: If the student has a preferred name that differs from the legal name, the preferred name will be prioritized in searches even if you search by the legal name.
 - b) Type **Find Academic Records** into the main Search Bar and press enter. This report will allow you to locate the student via their student ID number or name and click directly to their profile.

Find Academic Records Report

- c) If you are a faculty advisor for the student, you can access the profile by selecting their name from your **Student Cohort**. See *View My Advising Cohort* [here](#) for instructions for accessing your Student Cohort list.

2. The **Student Profile** provides a comprehensive view of the student's information.

On the left, you will see tabs for different functional areas.

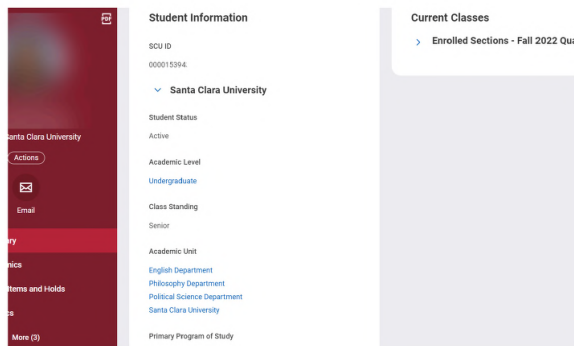




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NOTE: The list of functions will vary depending on your role at SCU.

- **Summary:** A summary of the student’s progress and general information.



- **Academics:** Use this tab to view academic information about the student, including their program of study, current classes, academic progress, registration appointments, and any transfer credit or external records, if applicable.

- Computer Engineering Department/Undergraduate (The Digital Age Pathway/Computer Science and Engineering Major)

Student [Redacted]

Institution Santa Clara University

Educational Objective 3 items

Program of Study	Bundled Programs of Study	Declare Date	Expected Completion	Status	Prima
Computer Science and Engineering Major		09/14/2020	06/07/2024	In Progress	Yes
	The Digital Age Pathway	05/01/2022	06/07/2024	In Progress	No
Undergraduate Arts and Sciences and Sciences Undeclared		09/15/2020	06/07/2024	Discontinued	No

Add Program of Study

NOTE: For more detailed information about the tabs on the **Academic Progress Report**, see the *Academic Progress Report and Requirements* guide under *Workday Training and Support for Faculty and Staff* [here](#).

- **Action Items and Holds:** This tab will identify any action items and holds that could prevent the student from registering for classes.
- **Personal:** View personal information about the student such as names, IDs, documents, and current housing information. If you have access to modify this data, you can do so through this tab.
- **Contact:** View contact information for the student and any emergency contacts they have entered. If you have access to modify this data, you can do so through this tab.



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Contact

Edit

Home Contact Information

Addresses 2 items

Address	Usage	Visibility	Shared With	Effective Date
Sunbird Court Valencia, CA 91355305 United States of America	Home (Primary) Mailing	Private		11/01/2022
Sunbird Ct Valencia, CA 91355-3055 United States of America	Home Permanent	Private		11/01/2022

Phones 3 items

Phone Number	Device	Usage	Visibility	Shared With
+1 (661) [redacted]	Mobile	Home (Primary)	Private	
+1 (661) [redacted]	Telephone	Home	Private	
+1 (661) [redacted]	Telephone	Home	Private	

Student History

11 items

Date	Category	Action	Details
11/19/2022 04:14 PM	Hold	Hold Removed	Remove Attendance Plan (Load Status) - Load Status Program Review
11/16/2022 09:07 PM	Hold	Hold Applied	Apply Attendance Plan (Load Status) - Load Status Program Review
11/16/2022 10:18 AM	Personal	Change of Citizenship	Citizen (United States of America)
11/15/2022 12:07 PM	Admissions	Stage Progression	Student
11/15/2022 09:53 AM	Admissions	Stage Progression	Applicant
09/06/2019 03:48 PM	Personal	Created	Transcript Load

- **History:** This tab will display a history of processes that have been executed on the student's record.