

Academics Dashboard & Onboarding Orientation

Onboarding Tasks

The first time you log in to Workday as a current student, you will be assigned *Tasks* for onboarding. These tasks help us make sure that your student record from the old Information system has migrated fully and accurately.

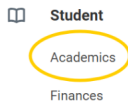
1. Click on the My Tasks button in the top right - the icon looks like an inbox.



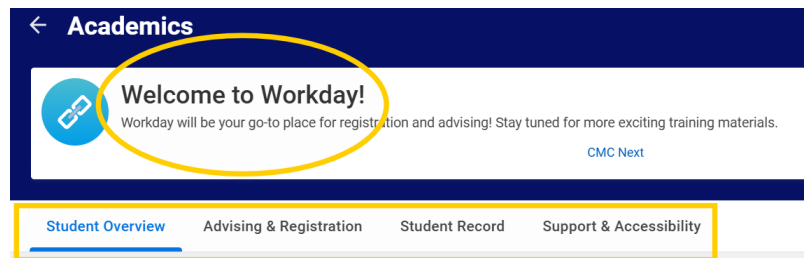
2. For each task, review the instructions/information and complete any required actions.
3. Most onboarding steps have tips to help you navigate the task.
4. Once you've completed a task, click *Submit*.
5. Continue to complete tasks for all assigned onboarding materials.

Academics Dashboard

1. On the left navigation bar, hover over Student and select Academics.



2. The Academics Dashboard will be your primary hub for all things academic in Workday. The top banner will display any announcements. Beneath the banner, tabs allow you to navigate to different functional areas.



3. Student Overview:

- a) *Important Contacts Support Network*

Displays your Student Success Team - faculty and staff assigned to support you on your academic journey and assist with any questions, complaints, or concerns.

- b) *Registration Requirements*

Displays a summary of any holds or assigned tasks that could prevent registration. Click each number for additional details.

- c) *Quick Links*

Displays links to Peer Support, Tutoring Services, and *STU - Search & Register for Classes*.



WORKDAY

QUICK REFERENCE GUIDE

- d) *Current Classes*
Displays current class information.
 - e) *My Holds*
Displays any holds on your account, including instructions on resolving the hold(s).
Active holds may prevent registration.
4. Advising & Registration
- a) *Meet With Your Advisor*
Webpage with information on scheduling a meeting with your advisor.
 - b) *View My Academic Progress*
Takes you to your Academic Progress Report, which shows required courses, courses in progress, and completed courses for your Program of Study.
 - c) *View My Academic Plan*
Available Academic Plans appear here.
 - d) *View Evaluated Academic Requirements*
Review required courses and how your courses apply to any Program of Study prior to making an official change. Advisor assistance is required to view potential programs.
 - e) *STU - Search & Register for Classes*
View CMC class schedule for all campuses, create a schedule, and register for classes.
 - f) *View My Saved Schedules*
View and edit saved schedules or create new saved schedules.
5. Student Record
- a) *View My Grades*
View grades for any completed and graded classes.
 - b) *Order Official Transcript*
External link to Parchment, where you can order a copy of your official transcript.
 - c) *View My Academic Record*
Review your official academic record, which includes semester and cumulative class totals, grades, GPA, credits earned, academic standing, and honors.
 - d) *Change My Privacy Settings*
Manage settings related to sharing of public information.
 - e) *FERPA - Student Rights & Privacy*
Guide to CMC and federal policies regarding student rights and privacy.
6. Support & Accessibility
- Quick links to Academic Support, Access Services, and Student Life & Wellness.