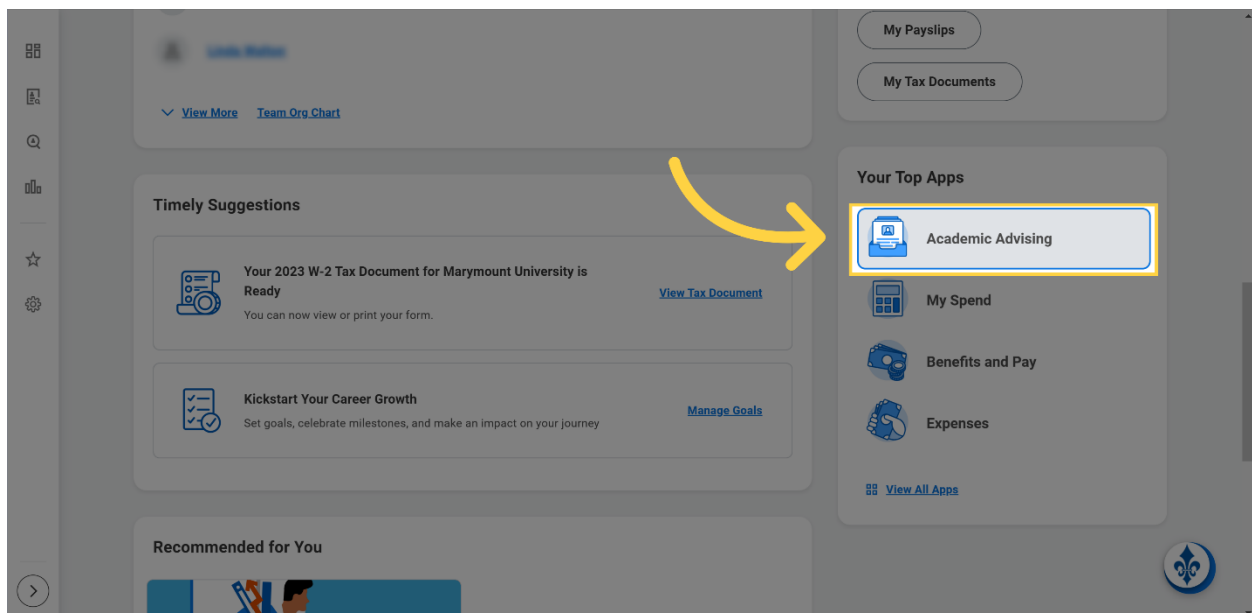


For Advisors: Academic Advising App Overview

This guide provides a comprehensive walkthrough for Academic Advisors using the Academic Advising APP in Workday. Follow these instructions to navigate through the Academic Advising features effectively.

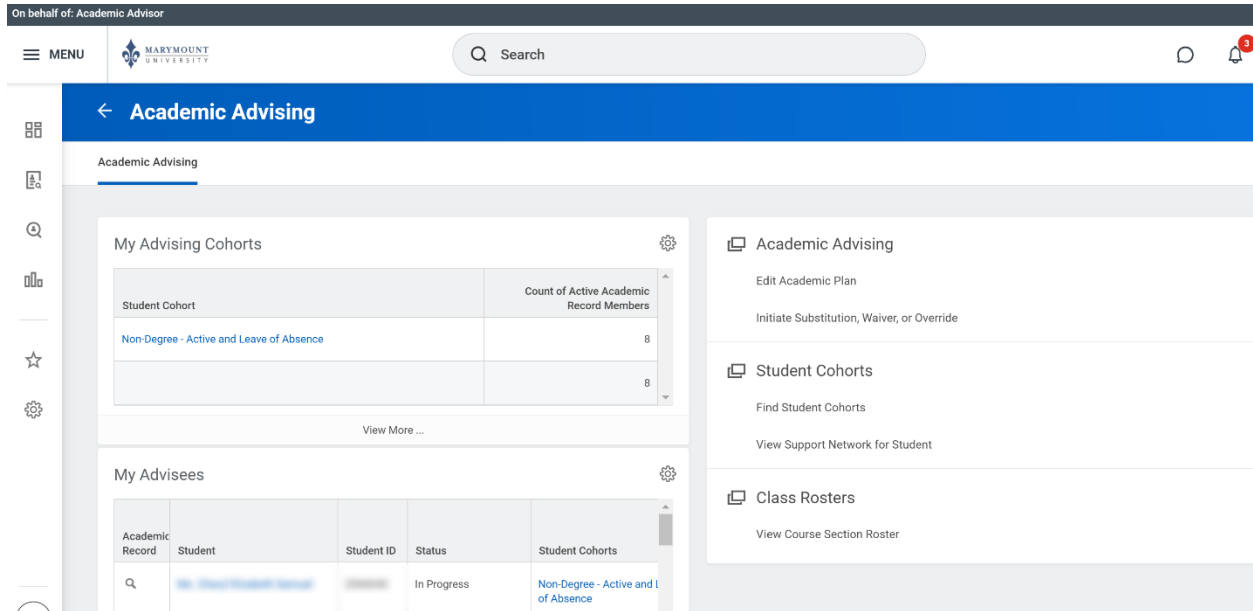
1. Click "Academic Advising"

From the Workday main page, scroll down the screen to the YOUR TOP APPS tile. Click on the Academic Advising icon.



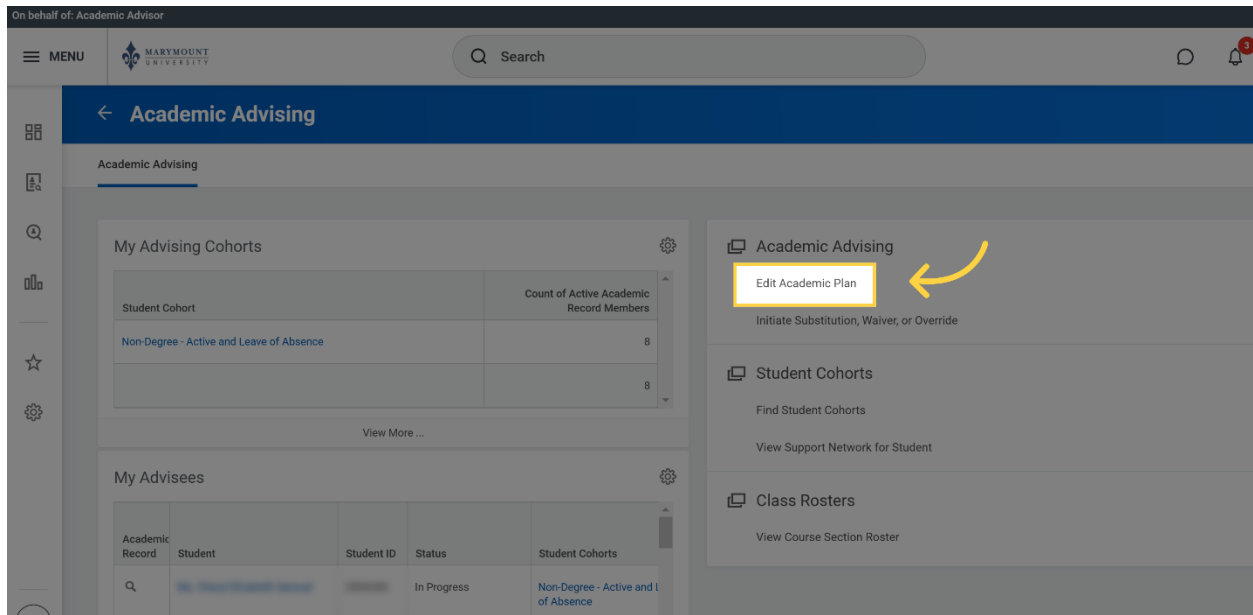
2. Academic Advising Dashboard

The app opens to the Academic Advising Dashboard. You can easily find the most common Advisor or Advisee information here. Common tasks you can execute from the dashboard include: Edit an Academic Plan for a Student Find Student Cohorts Find Class Rosters A list of your assigned Advisees and the ability to initiate class substitutions, waivers or overrides for Students.



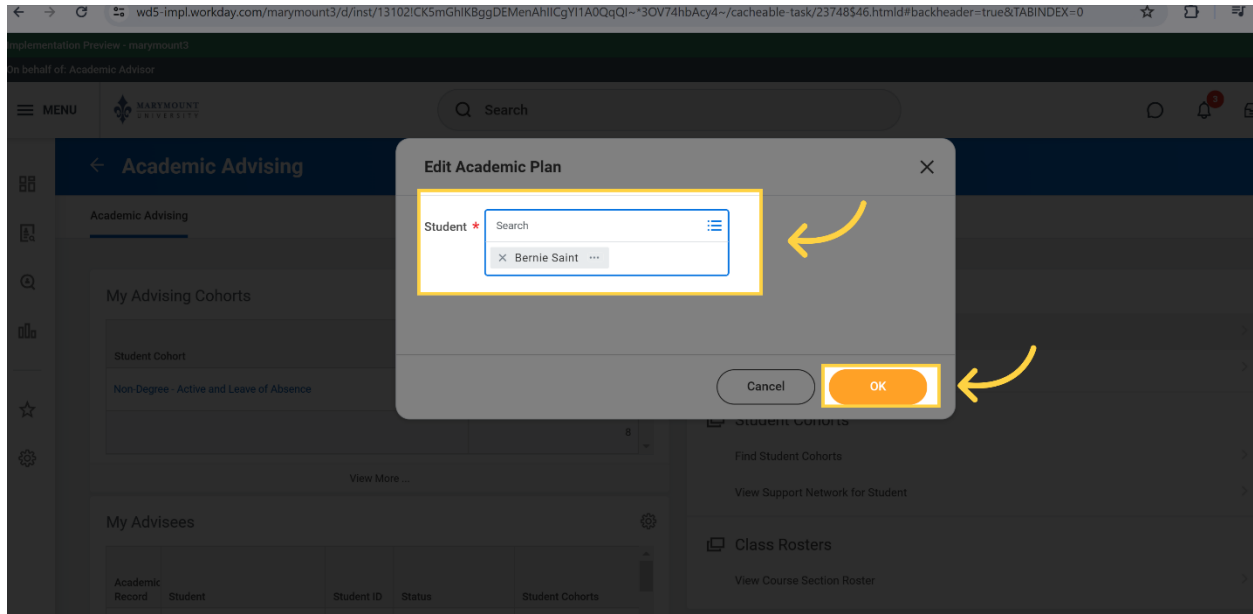
3. Edit Academic Plan

You can click on the edit academic plan link to modify the academic plan for any student.



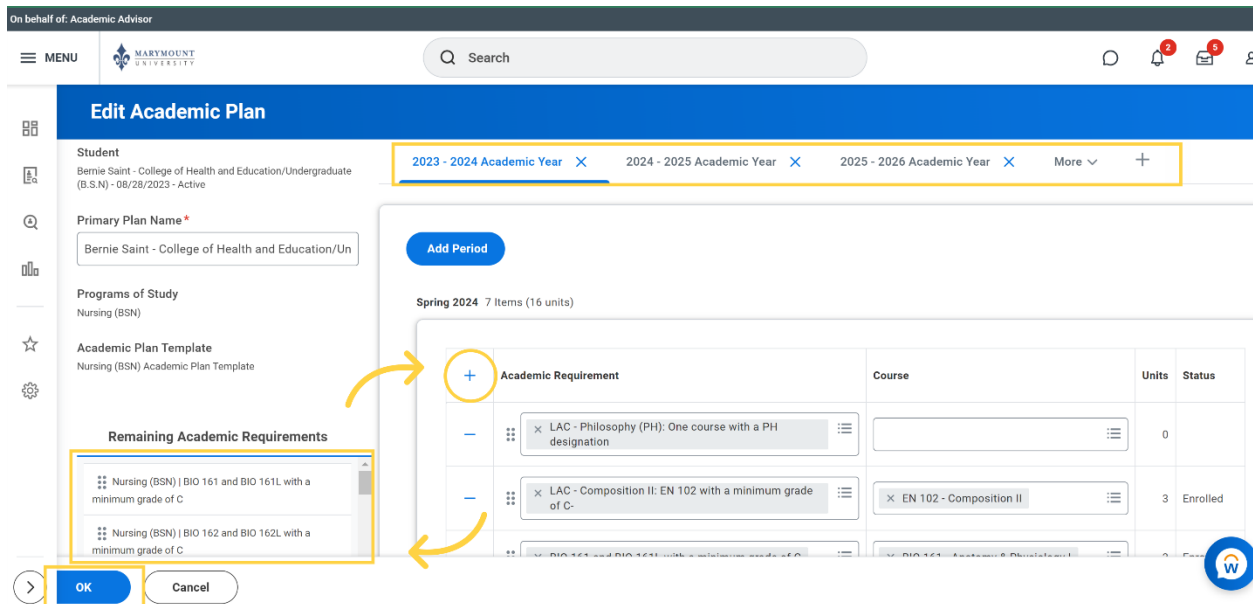
4. Enter Student Name

Enter the name of the student and click on the orange OK button.



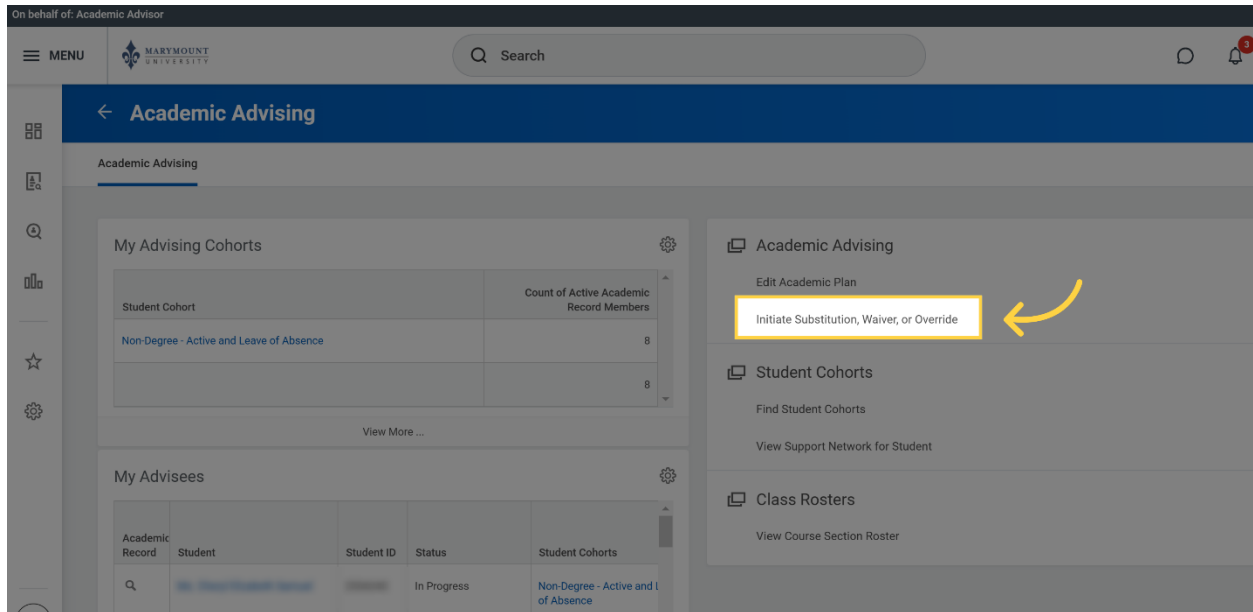
5. Edit Academic Plan

From the Edit Academic Plan screen, you can choose at the top of the screen, the academic period you want to update. You can drag and academic requirement from the list on the left, into the academic plan or you can click on the plus sign icon to add a new academic requirement or course that may not be listed in the Remaining Academic Requirements section on the left of the screen. Click the blue OK button to save this change.



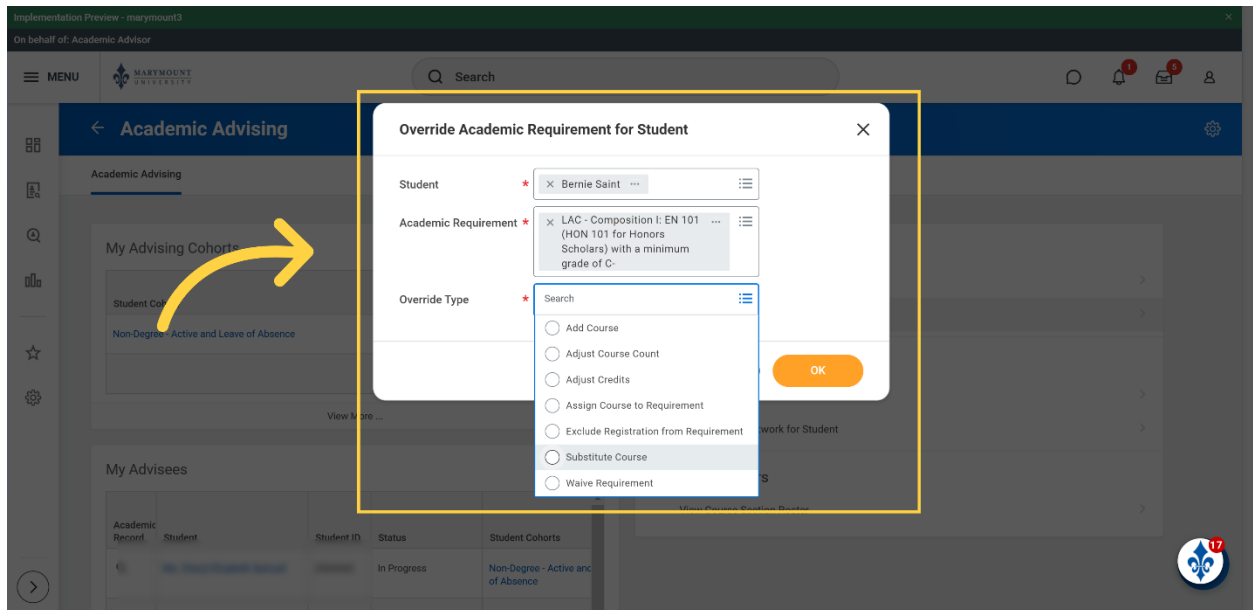
6. Initiate a Substitution, Waiver, or Override

Click on the Initiate Substitution, Waiver or Override link to begin the process for a student.



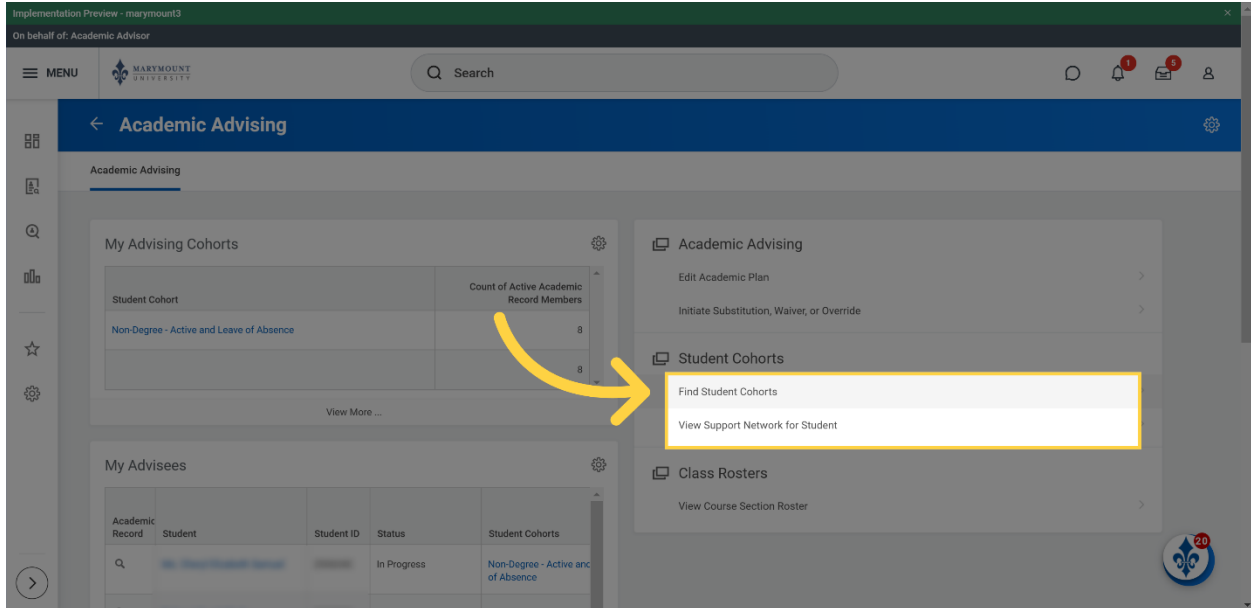
7. Enter Required Data

Enter the required information to initiate the request. Type in the name of the student. Choose the Academic requirement that needs to be changed. Pick the override type of event you want to initiate. Click the orange OK button to proceed with the request. Follow the next steps offered in the system, based on which Override type you choose. Once your override has been submitted, the request will be routed for the appropriate approvals, and you will be notified in your Workday in box.



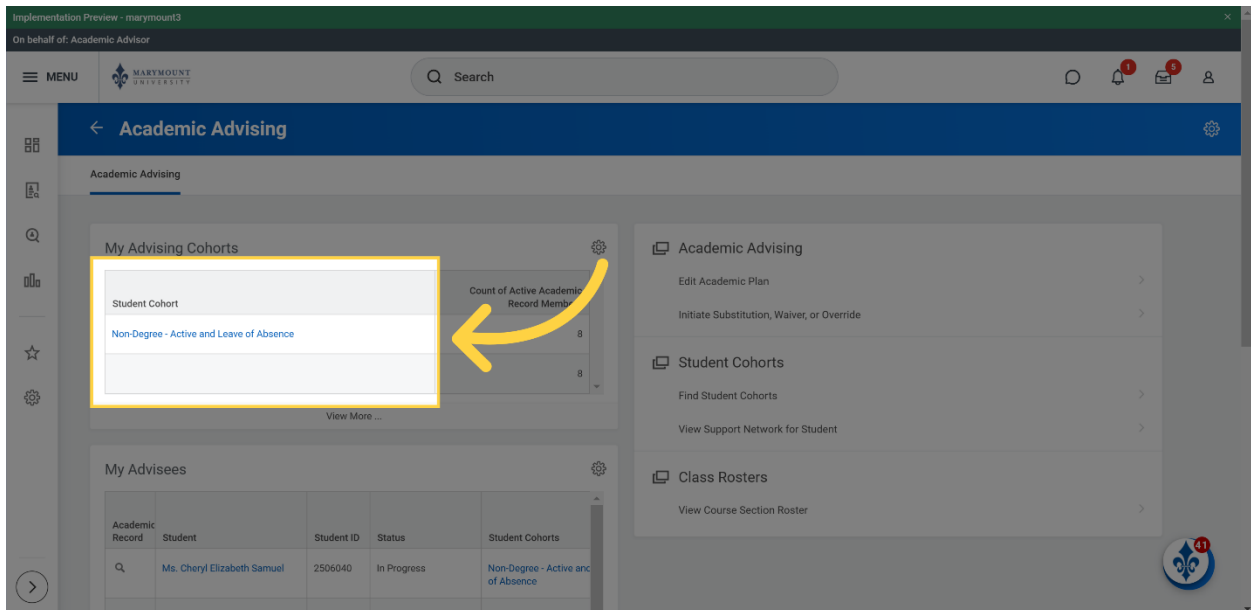
8. Student Cohorts

In the Student Cohorts section, you can use the "Find Student Cohorts" or "View Support Network for Student" options for additional data.



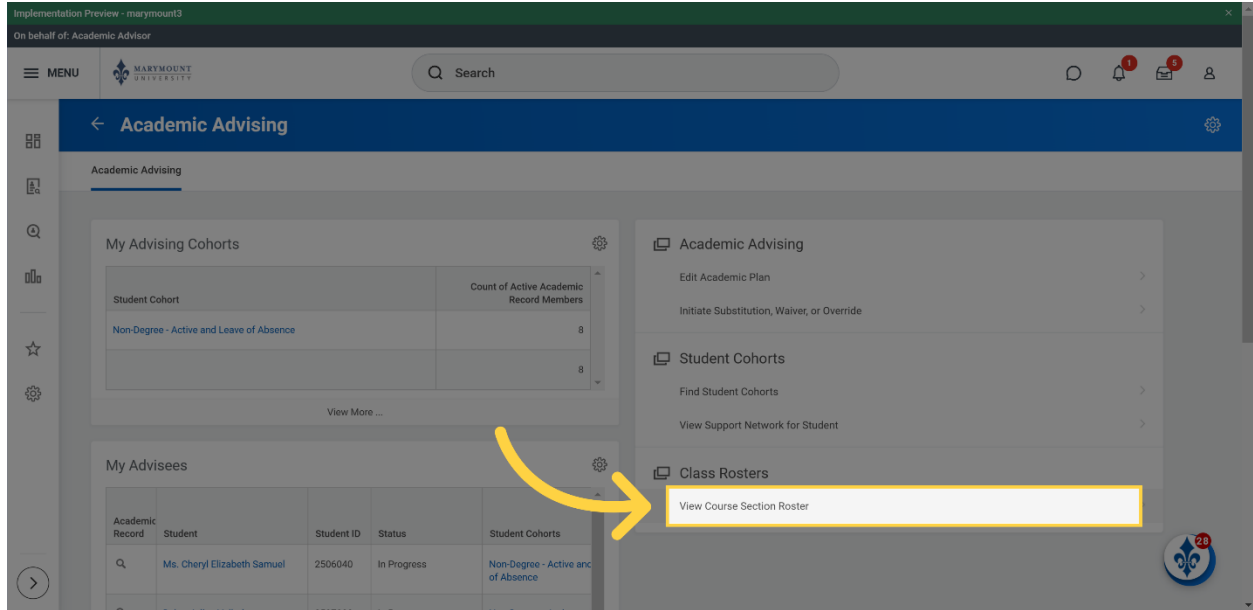
9. Student Cohort Report

Accessing the Student Cohort section of the dashboard will list those cohorts you have access to view. Click on the Cohort name in blue, to see more detailed information. This will include a description of the cohort as well as a list of those students included in the cohort. Be sure to scroll all the way down on the Cohort screen to view all the available data.



10. Class Rosters

Click on the View Course Section Roster to receive a report of all students enrolled in a specific class section.



11. Class Roster Report

View the Class Roster report.

The screenshot displays a 'Class Roster Report' with the following summary statistics:

- Number of Registered Students: 35
- Remaining Capacity: 0
- Wait List Capacity: 35

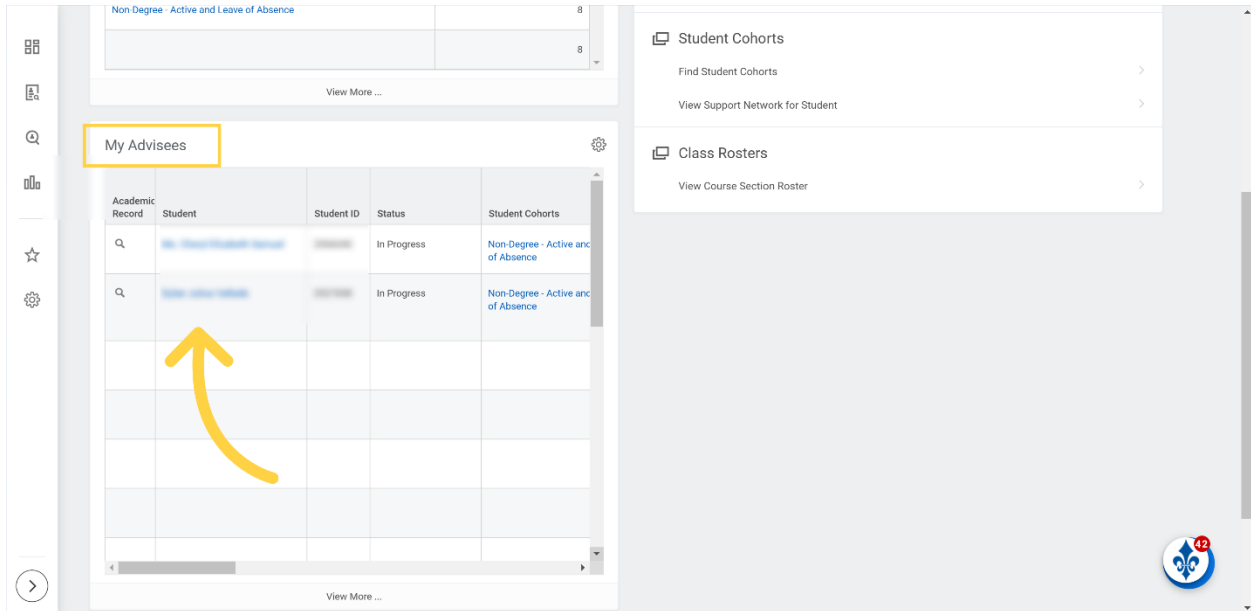
The main section is titled 'Registered Students' and contains 35 items. Below is a table with the following columns: Student Course Registration, Student, Email Address, Credits, Academic Level, Academic Unit, Program of Study, and Registration Status.

Student Course Registration	Student	Email Address	Credits	Academic Level	Academic Unit	Program of Study	Registration Status
Q	[Redacted]	[Redacted]	3	Undergraduate	College of Business, Innovation, Leadership, and Technology	Business Administration (BBA)	Completed
Q	[Redacted]	[Redacted]	3	Undergraduate	College of Business, Innovation, Leadership, and Technology	Accounting (BS)	Completed
Q	[Redacted]	[Redacted]	3	Undergraduate	College of Business, Innovation, Leadership, and Technology	Business Administration (BBA) Finance Specialization	Completed
Q	[Redacted]	[Redacted]	3	Undergraduate	College of Business, Innovation, Leadership, and Technology	Economics (BS)	Completed
Q	[Redacted]	[Redacted]	3	Undergraduate	College of Business, Innovation, Leadership, and Technology	Business Administration (BBA)	Completed
Q	[Redacted]	[Redacted]	3	Undergraduate	College of Business, Innovation, Leadership, and Technology	Business Administration (BBA)	Completed

At the bottom right, there is a pagination control showing 'Items per page' set to 30, and '1-30 of 35 items' with page numbers 1 and 2.

12. My Advisees

Finally, the dashboard will show a list of your assigned advisees. To open an advisee record, simply click on the Student Name in blue.



The screenshot displays the Academic Advising dashboard. At the top, there is a section for 'Non Degree - Active and Leave of Absence' with a count of 8. Below this is a 'View More ...' link. The main area is divided into two sections: 'My Advisees' (highlighted with a yellow box) and 'Student Cohorts' and 'Class Rosters'. The 'My Advisees' section contains a table with the following columns: Academic Record, Student, Student ID, Status, and Student Cohorts. The table lists two students, both with a status of 'In Progress' and associated with the 'Non-Degree - Active and Leave of Absence' cohort. A yellow arrow points to the 'Student' column, indicating that clicking on the student name opens their record. The 'Student Cohorts' section includes links for 'Find Student Cohorts', 'View Support Network for Student', and 'View Course Section Roster'. The 'Class Rosters' section includes a link for 'View Course Section Roster'. A notification badge with the number '42' is visible in the bottom right corner.

Academic Record	Student	Student ID	Status	Student Cohorts
	[Student Name]	[ID]	In Progress	Non-Degree - Active and Leave of Absence
	[Student Name]	[ID]	In Progress	Non-Degree - Active and Leave of Absence

This guide provided a broad overview of the Academic Advising dashboard. From here, you can access and edit academic plans, review student cohorts and view course section rosters. Master the steps provided to streamline the academic advising process for your students.

For additional training materials and videos, please go to:

[HTTPS://MY.MARYMOUNT.EDU/QUICK-LINKS/WORKDAY-AT-MARYMOUNT](https://my.marymount.edu/quick-links/workday-at-marymount)