Description: This quick guide provides definitions for common Workday Student abbreviations, terminology, and the Colleague to Workday crosswalk.

Applies to: All Deans, Academic Unit Chairs, Academic Coordinators, staff, faculty, and students.

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Word/Phrase</th>
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<tr>
<td>ACD</td>
<td>Adjusted Completion Date</td>
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<tr>
<td>APR</td>
<td>Academic Progress Report</td>
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<td>AR</td>
<td>Academic Requirement</td>
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<td>ASR</td>
<td>Academic Standing Rule</td>
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<tr>
<td>AU</td>
<td>Academic Unit</td>
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<tr>
<td>BP</td>
<td>Business Process</td>
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<tr>
<td>EIB</td>
<td>Enterprise Interface Building (Spreadsheet upload tool)</td>
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<tr>
<td>GR</td>
<td>Graduate</td>
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<tr>
<td>ILT</td>
<td>Instructor Led Training</td>
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<tr>
<td>MTP</td>
<td>Move To Production</td>
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<tr>
<td>NC</td>
<td>Non-Credit</td>
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<td>POS</td>
<td>Program of Study</td>
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<td>SAP</td>
<td>Satisfactory Academic Progress</td>
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<tr>
<td>TC</td>
<td>Transfer Credit</td>
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<tr>
<td>UG</td>
<td>Undergraduate</td>
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<tr>
<td>UID</td>
<td>Universal ID</td>
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ACADEMIC TERMINOLOGY

Academic Calendar
The control dates which define the academic year. Suffolk’s academic period types per academic year (i.e. Fall Law, Fall 1, Fall 2, Winter, Intersession, etc.).

Academic Progress Report
Previously referred to as a Program Evaluation or Degree Audit. A list of academic requirements to complete the student's program of study. The report indicates which requirements are satisfied, in progress, and not satisfied. The report also shows requirement overrides (waivers/substitutions).

Academic Requirement
An element of the academic progress tool that outlines the requirements to complete a program of study. An academic requirement is typically a required course or selection of courses. Academic Requirements may also be an accomplishment such as a Thesis or Dissertation. It may also be the total number of credits to complete or minimum number of credits to graduate. Overrides (exceptions) to requirements may be requested and recorded in Workday. Each program of study contains their own academic requirements (i.e., major, concentration, program, minor, etc.).

Academic Standing
To remain at Suffolk, students must meet certain academic requirements such as a minimum GPA. Students can have standing such as good standing, a warning of probation, be on probation, or be subject to dismissal. Rules vary by school and academic level.

Academic History
A list of all completed courses, grades, GPA and Academic Standings. Also shows transfer courses/test credits.

Academic Level
Undergraduate, Graduate, Law or Non-credit. Levels are associated with students, programs of study, courses, course sections, and academic policies.

Academic Period
Also referred to as a semester or term. An academic period is a length of time with defined start and end dates. Suffolk has three standard academic periods: Fall, Spring, and Summer. Non-standard (or sub academic periods) are Fall Law, Fall 1, Fall 2, Winter, Intersession, Spring Law, Spring 1, Spring 2, Summer Law, Summer 1, and Summer 2.
Academic Plan
Students may map the classes they will take each academic period to complete their program of study. Suffolk provides a template for most entering students to help aid students and advisors in mapping out the student’s educational journey. The plan can be used in conjunction with the Academic Progress Report that shows progression toward meeting degree academic requirements.

Academic Record
The student’s profile and complete academic history at Suffolk. Each academic level is a separate Academic Record (i.e., graduate academic record versus undergraduate academic record. Each primary program of study at the law level has a separate academic record.

Academic Unit (AU)
Academic Units are the core object that controls data access and task routing in Workday Student. They are assigned policies, programs of study, students, courses, and course sections.

Academic Unit Group (Academic Support Group)
Refers to individuals in an academic unit that performs academic functions. This includes academic coordinators (ASM), assistant deans, associate deans, chairs and program directors.

Academic Year
At Suffolk, the academic year comprises the Fall, Spring, and Summer academic periods in that order. Suffolk publishes an academic catalog based on the academic year.

Business Process (BP)
A series of steps that complete a workflow. Steps may be a Task (an action or approval), or a To-do (confirmation of a task completed outside of Workday).

Capacity
The number of seats available in a course section.

Class Standing
The standing is determined by the number of credits earned including transfer/test credits, not by the number of years in attendance. For example, freshman, sophomore, graduate, 1L, 2L, etc. Formally known as class level in Colleague.

Course
A class. For example, ACCT 202 Acct for Decision Making II.
Course Eligibility Rule
Typically used to define requirements to register for a course or course section. Also known as a pre-requisite to a course. These can be courses, faculty permission, or other requirements such as program of study.

Course Section
An offering in a specific academic period (semester) of a specific course. For example, ACCT 202-A Acct for Decision Making II offered in Spring 2023. Meeting patterns, instructors, and course locations (rooms) will be assigned at the section level.

Current Classes
Classes that the student has registered for which have not been graded yet.

Declare Date
When a student started the program of study.

Delivery Mode
How a course section is taught, for example: in person, online, or hybrid (a combination of in-person and online instruction).

Enrollment Unit Limits
The enrollment unit limit policy determines the number of credits for which students can register during a specific academic period.

Expected Completion Date
The date the student is anticipated to graduate. This date is extremely important to ensure the accuracy of the financial aid package.

External Records
Documents from other institutions, i.e., Transcripts or testing organizations.

Friends and Family
Students may optionally provide friends and family with access to view specific financial and/or academic information, such as class schedule, student statement, financial aid package and/or grades. Students must grant permission to selected friends and family contacts.

Grading Basis
Determines which grades an instructor may assign. Grading Basis are defined by academic level with varying letter grades available. In addition, Suffolk allows auditing and pass/fail grades in select instances.

**Hold**

An indicator on a student's account that may block the ability to register, receive financial aid funds, or receive transcripts and/or diplomas. The hold reason will indicate the trigger for the hold and instructions for how a student is to resolve the issue.

**Instructional Format**

The type of class: lecture, seminar, studio, or workshop.

**Load Status**

Whether a student is enrolled full time, three-quarter time, half time, or less than half time. Load status rules vary by level and school.

**Program of Study (POS)**

An educational objective. Programs of study include majors, programs, concentrations, minors, and certificates. Some programs of study are credential bearing. While others, bundled with a credential bearing program of study, will confer the degree (i.e., English Major BA bundled with an English Creative Writing Concentration).

**Program of Study Status**

The state of a student's educational objective. In progress and matriculated indicate the student is active in the objective; discontinued and institutional withdrawal indicate the student is no longer participating in the objective; leave of absence indicates the student is on a temporary break from Suffolk. Other statuses are used during the student’s educational journey.

**Registration Appointment**

Students’ assigned registration times.

**Repeat**

Course repeat policy determines the maximum number of times a student can attempt a course for grade improvement and how repeated coursework determines the GPA calculation.

**Request Framework**

Workday provides a mechanism to be able to enter online forms as part of a business process.
Reserve Capacity

Specifies the number of course section seats held for student(s) who meet a specified eligibility rule. For example, a department could hold 7 out of 20 seats for students pursuing a specific major.

Saved Schedule

Students may place course sections in their saved schedule and then register for those classes at a later date. Placing a class in a saved schedule does not guarantee the student a seat.

Section Status

Preliminary indicates a course section in draft mode that is not shown to students and for which students cannot register; open indicates the course is available for registration; closed indicates it has reached capacity; waitlist indicates the seats are filled and the section is taking waitlist registrations; canceled indicates the course has been removed from the schedule.

Security Roles

User groups that perform the same tasks in Workday. Security roles determine what individuals can see and do based on job responsibilities.

Support Network

A student’s academic and financial advisors.

Swap Course

Students may exchange courses on their schedule.

Transfer Credit

Credit taken at collegiate institution that is transferable to Suffolk.

Waitlist

Students may add classes to their schedules if a waitlist is available for that course section. If a seat becomes available, the first student on the waitlist will receive an invitation to register. If there is no reply within 48 hours, the student will be dropped from the waitlist and the next in line will receive the invitation.
FINANCIAL AID/STUDENT ACCOUNTS TERMINOLOGY

Anticipated Due
The balance owed by the student after Anticipated Payments are deducted from Total Due. Anticipated Due will not show a credit/negative balance. Credit/negative balances are displayed as a 0.00.

Anticipated Payments
Pending financial aid awards that are approved, or third-party sponsorship payments that are guaranteed.

Applied Payments
Payments/financial aid that is applied to an academic period tuition and fee charges.

Award Letter (Financial Aid Offer)
A letter that details federal, state, institutional, and private student financial aid, as well as an estimated cost of attendance. It is designed to assist a student with financial planning.

Award Year
At Suffolk, the award year comprises the Summer, Fall, and Spring academic periods in that order. Suffolk awards financial aid based on the award year.

Cost of Attendance
The total cost to attend school includes direct (i.e., tuition or books) and indirect costs (i.e., transportation or computer) for the award period.

Disbursement
The application of financial aid award funds to the student's tuition account. A student will see anticipated disbursements or actual disbursements depending on the timing within the academic period.

Financial Aid Offer (formerly Award letter)
A letter that details federal, state, institutional, and private student financial aid, as well as an estimated cost of attendance. It is designed to assist students with financial planning.

Loan Period
The portion of the academic year for which the loan is requested.

**Pending Refund Amount**
Once a refund is initiated as part of the Title IV refund or a request of unapplied payments, refund amount shows in this column.

**Satisfactory Academic Progress**
Separate from academic standing, satisfactory academic progress (SAP) requires the student to maintain minimum academic standings to continue to receive financial aid. Requirements vary by level.

**Scheduled Award**
The maximum grant amount a student is eligible to receive for an award year if they are enrolled full-time for the full school year. This amount is calculated from the information the student and their family provided when filing a Free Application for Federal Student Aid (FAFSA).

**Settled Refund Amount**
Refunds that have been processed and pushed to your bank account.

**Typical Attendance Patterns**
Typical enrolled credits for a Program of Study by Academic Period.

**Unapplied Payments**
Any payments/financial aid that is not applied to an academic period tuition and fee charges. Unapplied payments can be applied to future semester charges or could possibly be requested as a refund by the student using the Create Request task.
## COLLEAGUE TO WORKDAY TERMINOLOGY CROSSWALK

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<th>Where to find it in Workday</th>
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<td>Student Profile &gt; Overview</td>
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<td>STAC: Student Academic Credits (registration audit, academic history, classes added/dropped, ability to see if student has completed course for pre-requisites)</td>
<td>Student Profile &gt; Academics tab &gt; Current Classes &amp; Academic History</td>
</tr>
<tr>
<td>STAT: Student Academic Transcript (Transcript: view overall GPA, total credits completed, etc.)</td>
<td>Student Profile &gt; Academics Tab &gt; Academic History</td>
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<tr>
<td>STAL: Student Academic Level (Senior, Junior status, etc.)</td>
<td>Student Profile &gt; Academics Tab &gt; Academic History</td>
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<tr>
<td>PERC: Person Restrictions (registration holds, advisor approval)</td>
<td>Student Profile &gt; Action Items and Holds</td>
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<tr>
<td>STSC: Student Schedule (view student schedule)</td>
<td>Student Profile &gt; Academics Tab &gt; Current Classes</td>
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<tr>
<td>EVAL: Evaluate Student Program (degree audit)</td>
<td>Student Profile &gt; Academics Tab &gt; Academic Progress</td>
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<td>STAD: Student Advisor Listing (edit advisor)</td>
<td>Student Profile &gt; Actions &gt; Student Cohort&gt; View Support Network for Student</td>
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<td></td>
<td>Task: View Support Network</td>
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<td>FCTY: Faculty (Faculty Schedule, dept)</td>
<td>Teaching Dashboard</td>
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<td>SRSI: Section Roster Inquiry (view roster) or RSTR: Academic Roster Inquiry (view roster)</td>
<td>Teaching Dashboard &gt; View Course Section Roster Advanced Report</td>
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<td>Colleague Terminology</td>
<td>Workday Equivalent</td>
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<tr>
<td>Major, Minor, Concentration</td>
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<td>Class Level</td>
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<td>Semester/Term</td>
<td>Academic Period</td>
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**WORKDAY STUDENT TERMINOLOGY**

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<th>SECT: Sections (section details, start/end dates, instructor, schedule/offered, room assignment, etc)</th>
<th>Report: Find Course Sections or Find Course Sections – Law (as appropriate)</th>
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<tbody>
<tr>
<td>SRES: Section Restrictions</td>
<td>Report: Find Course Sections or Find Course Sections – Law (as appropriate)</td>
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<tr>
<td>SSUM: Section Summary (course info/ space availability)</td>
<td>Report: Find Course Sections or Find Course Sections – Law (as appropriate)</td>
</tr>
<tr>
<td>SWLI: Section Waitlist Inquiry (section waitlist)</td>
<td>Report: STU Waitlist Registration</td>
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<tr>
<td>FASC: Faculty section assignment (change faculty assignment)</td>
<td>Task: Edit Course Section</td>
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<tr>
<td>XCDM: Course description</td>
<td>Report: Find Courses</td>
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