

**Description:** This quick guide provides an overview of the Academic Hub.

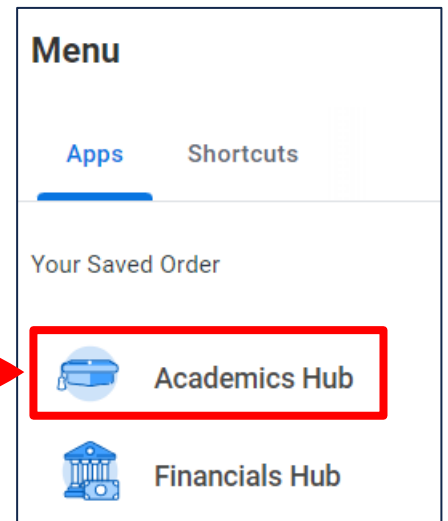
**Applies to:** Students

## ACADEMICS HUB OVERVIEW

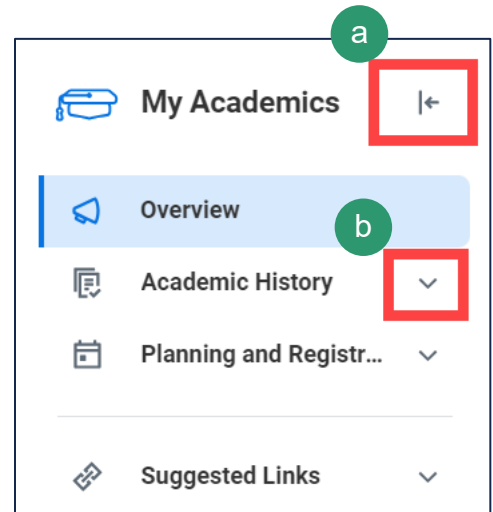
The Academics Hub is a one-stop shop to view timely information and to take action on tasks related to your academic record.

## ACCESS THE ACADEMIC HUB

1. From the Global Navigation Menu, select the **Academics Hub**. The Academics Hub opens. The left-hand navigation pane contains all available tabs.



- a. Click the **collapse button** to minimize the navigation pane.
- b. Click the **expand button next** to each tab to view additional sub-tabs and access tasks, reports, and links.



## OVERVIEW TAB

The Academics Hub opens to the Academic Overview tab. You may see the following cards:

- c. **My Holds:** View your active holds and review how to resolve them.
- d. **Important Contacts:** View your support network, including but not limited to, your Faculty Advisor and Financial Aid Counselor.
- e. **Registration Appointments:** View the date and time of your current and upcoming registration appointments. You may also access your Saved Schedules from this tile.
- f. **Current Courses:** View your currently enrolled courses. This can include enrolled courses in the current academic period and registered courses in a future academic period when **View Details** is selected.

### Academics Overview

**c** **My Holds**  
Review your active holds

**Past Due Balance**  
Transcript, Diploma, Registration Add

[View Holds](#)

**d** **Important Contacts**  
Request an appointment with contacts in your network

**Susan Advisor**  
Financial Aid Counselor

**Hazel Professor**  
Faculty Advisor

**e** **Registration Appointments**  
The start date of your registration appointment

**04/04/2023**  
**9:30AM**  
Fall 2023

[View Saved Schedules](#)

**f** **Current Courses**  
Currently Enrolled Courses

BIO 274-A - Genetics	3
BIO 273-A - Biostatistics	4
BIO L274-A - Genetics Lab	1
CHEM 428-A - Research and Seminar I	1

Scott Lussier

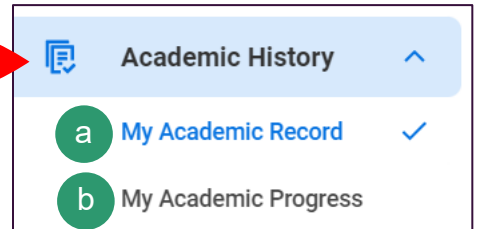
[More \(2\)](#)

[View Details](#)

## ACADEMIC HISTORY TAB

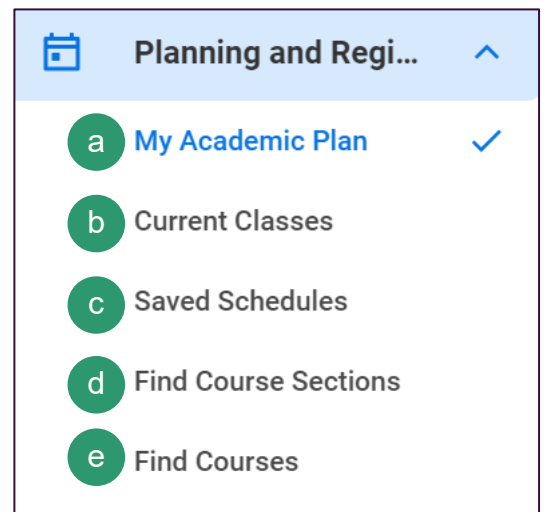
1. The following sub-tabs are available under the **Academic History** tab:

- a. **My Academic Record:** View your academic history at Suffolk including courses taken, credits earned and grades for each academic period.
- b. **My Academic Progress:** View the list of academic requirements to complete the your program(s) of study. Review which requirements are satisfied, in progress, and not satisfied, as well as, overrides such as waivers or substitutions.



## PLANNING AND REGISTRATION TAB

- a. **My Academic Plan:** Use the Academic Plan to map out the classes you plan to take each academic period to complete your program(s) of study.
- b. **Current Classes:** View your currently enrolled courses in a table format or calendar view. This can include enrolled courses in the current and future academic periods. You can Drop, Withdraw, or Swap courses from this tab.
- c. **Saved Schedules:** Create saved schedules with desired course sections and then register for those course sections during your registration period.
- d. **Find Course Sections:** Use this report to search for course sections by academic period, academic level, and campus locations.
- e. **Find Courses:** Use this report to view all courses in the Suffolk University course catalog. You can use search facets to narrow down your search.



## SUGGESTED LINKS TAB

- a. **View My Support Network:** View your support network which includes your academic advisor(s), faculty advisor, honors advisor, athletic coach(es), financial aid advisor, etc. You may also find their contact information here.
- b. **Troubleshoot Registration:** Troubleshoot why you are unable to register for a specific academic period, or a specific course or course section.
- c. **Request Course Section Prerequisite Override:** Request a prerequisite override for a course section.
- d. **Create Request:** Initiate tasks and complete online forms.
- e. **Manage Permissions for My Third Party:** Manage third party permissions for your parents, legal guardians, and others.
- f. **Request Leave of Absence:** Request a temporary leave from Suffolk University.
- g. **Request Withdrawal:** Request a withdrawal from Suffolk University.
- h. **Apply for Program Completion:** Apply to complete your program(s) of study.
- i. **Generate Unofficial Transcript:** View and print your unofficial transcript.
- j. **Quick Reference Guides: Students:** Access Workday quick guides and video resources.
- k. **ServiceNow Ticket: Student:** Submit a service ticket to receive RAM Center support.

### Suggested Links

- a View My Support Network
- b Troubleshoot Registration
- c Request Course Section Prerequisite O...
- d Create Request
- e Manage Permissions for My Third Party
- f Request Leave of Absence
- g Request Withdrawal
- h Apply for Program Completion
- i Generate Unofficial Transcript
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