

This quick reference guide (QRG) provides information on adding student location while taking online classes.

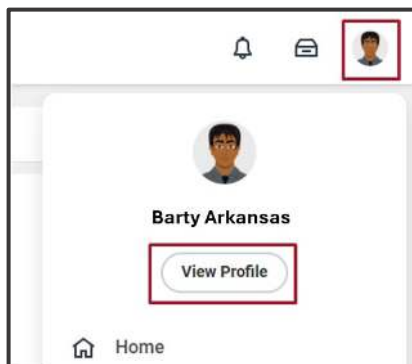
It is your responsibility to provide correct and up-to-date information about your physical location while studying each academic period, particularly for students taking online classes or completing internship/clinical/practicum/externship experiences.

This information is required for the institution to maintain compliance with state, federal, and international regulations to ensure that you receive correct information for your program to successfully complete your degree.

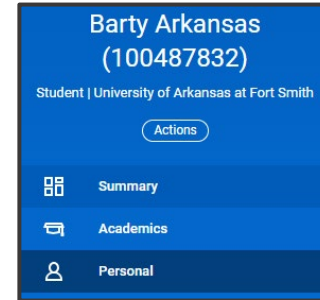
## ADD STUDENT LOCATION WHILE TAKING ONLINE COURSES

From the Workday Home page:

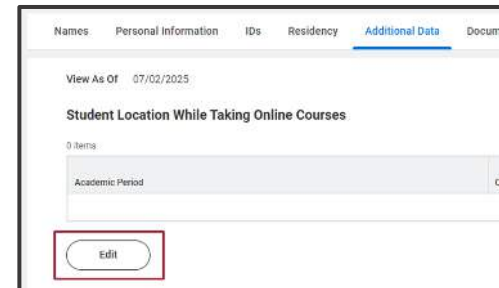
1. Click on your profile icon in the top right corner of the page.
2. Click **View Profile**.



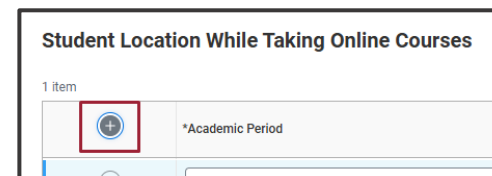
3. From the left menu, select **Personal**.




4. Select the **Additional Data** tab from the top of the page.
5. In the *Student Location While Taking Online Courses* section, click the **Edit** button.



6. Click the (+) button to add a new row.



 **Note:** Do NOT delete previous rows, only add new rows as needed.


7. Select the **Academic Period** in which you are taking the course(s).
8. Select the **Country** where you will be located while taking the course.
9. If "USA" is selected as the country, select the **State** where you will be located.

The screenshot shows a form titled "Student Location While Taking Online Courses" with a "1 item" indicator. It contains three dropdown menus: "\*Academic Period" with "x Fall 2025" selected, "\*Country" with "x USA United States of America" selected, and "\*State" with "x TX Texas" selected. Each dropdown has a plus sign to expand and a minus sign to collapse, along with a list icon.

10. If any other country is selected, choose "FC Foreign Country" as the **State**.

The screenshot shows the same form as above, but with the "\*Country" dropdown set to "x CAN Canada" and the "\*State" dropdown set to "x FC Foreign Country".

11. Click **OK**.
12. Click **Done**.

 **Note:** If your location information changes prior to the start of academic period, you are required to update the information following the process here.