

# Glossary of Workday Student Terms for Faculty

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UNIVERSITY OF ARKANSAS SYSTEM

*powered by Workday.*

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## Workday Navigation Terms

Term	Definition
Dashboard	Dashboards are preconfigured pages for users to quickly view common reports, access tasks, find external links, and read announcements in one location. Dashboards are automatically assigned to roles based on security groups. Most common is the Teaching and Advising dashboard.
Drill Down	Reports in Workday enable you to drill down to see (click to view) underlying data.
Drive	Location of documents in Workday.
My Tasks	Workday location for the employee to check daily for action items and tasks to be completed on a timely basis.
Notification	Usually received through the Workday Inbox and can be configured to send to employee email.
Production (PROD)	The live Workday tenant used by institutions for real-time business and student processes.
Profile	Click on your name or picture to view your profile, access all menus including your Inbox and notifications, manage your user preferences, or sign out of your Workday session.
Related Actions (Three Dots)	The Related Actions icon, which is a row of three small dots, means there is more information or related actions to what you're viewing on the screen. Clicking the related actions icon will display the possible actions available for a given report or topic.
Sandbox (SBX)	A non-production Workday tenant used for testing, demos, training, and validating process changes before moving to Production.
Task	A step, either standalone or in a business process, that you must complete. Example: Business process steps trigger notifications or inbox alerts.
Tenant	A unique instance or environment of the Workday system with data separated in a database. A tenant can be labeled as development, testing, production, etc.
Worklet	A compact app displayed as an icon or tile on an employee's Workday home page. Worklets provide easy access to tasks and information used on a regular basis (e.g. "Pay," "Personal Information," "Benefits," and "Time Off"). Worklets are configurable and moveable by the end user.

## General Workday Terms

<b>Term</b>	<b>Definition</b>
Business Process	A sequence of one or more tasks that accomplishes a desired task. For example, hiring an employee, requesting an override, changing a grade for a student all start a business process. These processes can be comprised of Actions, Approvals, Approval Chains, To Dos, and/or Checklists.
Cancel (Business Process)	Canceling a business process stops the workflow in progress and reverses any changes made to Workday data. It is also a securable action in a business process security policy.
Cloud-based	Refers to software and services that run on the Internet instead of on a server at your institution or locally on your computer.
Contact	The information needed to get in touch with a person such as phone number and address.
Effective Date	The date on which a change or event takes place.
Event	A transaction that occurs with your organization, such as hiring an employee; an event in Workday that is the catalyst to initiating or triggering key business processes.
Filter	Filters are used to sort out undesired data when running reports.
Initiate	The first step or transaction in a business process.
Initiator (Requestor)	A person enabled in Workday to create or start a particular business process.
Organization	An organization refers to a grouping used to organize people, resources, workers, and other organizations.
Reports	Workday provides numerous reports which can be adjusted to produce a desired data output. These reports can be exported to Excel in order to work with the data or can be filtered and saved within Workday.
Requester (Initiator)	The person who requests or performs the first step in a business process.
Security Roles	Designations that determine access to perform the Initiate, View and Modify, Cancel or Rescind, and Approve business processes.
Student Self Service	Functionality within Workday that allows students to access information and manage commonly used tasks.
To Dos	Reminders to do something outside of the Workday system. They are related to a business process and have to be marked complete before the workflow will go to the next step.
Workflow	Workflow defines who can perform each task and provides a routing mechanism to flow the task execution from one user to another.

# Workday Terms by Functional Area

## Academic Foundations

Term	Definition
Academic Calendar	The framework that defines how an institution structures its academic years and periods, such as semester, quarter, or term-based models. The academic calendar serves as the template used to create future academic years.
Academic Level	The level of educational objective a student can achieve at your institution. Examples include undergraduate, graduate, professional, associate, and continuing education.
Academic Period	Academic periods are the fixed date ranges defined by your institution that make up an academic year such as semesters or quarters.
Academic Period Date Controls	Institution-defined dates that control student-facing and administrative actions within an academic period, such as registration start, add/drop deadlines, withdrawal dates, and financial aid processing milestones.
Academic Unit	A Workday organization type that represents a school, college, university, or other unit of your institution. These units can recruit prospective students, admit students, offer programs of study or courses, or administer financial aid. Academic units are also used with academic appointments in Workday.
Academic Year	The dated instance of an academic calendar that contains the academic periods for a specific cycle, such as 2027–2028.
Dynamic Period	A flexible date structure used to identify an anticipated start date for students in online, self-paced, or asynchronous learning models.
Educational Taxonomy	A taxonomy scheme and set of codes you can assign to programs of study and their concentrations to meet state, local, or other classification requirements.
Holiday / Non-Instructional Calendar	The calendar structure used to define institutional holidays, closures, and other non-instructional dates that may impact scheduling, attendance, and operational processing.
Matriculation	The point at which an admitted individual is officially converted into a student record in Workday, allowing onboarding, student tasks, and academic activity to begin.
Program of Study	A program of study is an academic track that students can follow and complete to earn an educational credential that you define. Each program of study is tied to an academic unit and academic level.
Standard Academic Period	The primary academic period structure used to define the core start and end dates of a term, such as Fall, Spring, and Summer.
Non-Standard Academic Period	A shorter or alternative academic period that falls within a standard academic period, such as 8-week, intersession, or module-based offerings.

## Recruiting and Admissions

Term	Definition
Applicant	An individual who has submitted an application for admission and is currently moving through the admissions review process.
Application Requirements	The set of application action items assigned to specific academic units, academic levels, or programs of study that determine what must be completed for an application to move forward in the admissions process.
Student Prospect	An individual who is being actively recruited or has shown interest in attending your institution.
Student Tags	Attributes, such as Veteran, Athlete, or Scholarship Recipient, assigned to student prospects for automated matching, filtering, reporting, and engagement plan assignment.
Student	An individual who has matriculated and is actively pursuing coursework toward a degree, certificate, or other educational objective at the institution.
Inactive Student	An individual who has completed their program, withdrawn, or otherwise left the institution and whose student record status has been changed to inactive based on institutional policy.
Student Onboarding	A set of tasks and to-do items students complete upon matriculation and, if institutionally configured, at the beginning of future academic periods. These tasks may include updating personal information, establishing privacy settings, accepting policies, and reviewing financial aid.

## Academic Advising

<b>Term</b>	<b>Definition</b>
Academic Plan	A planning tool used by advisors and students to map courses by academic period in order to satisfy the academic requirements of a program of study. Plans may be built for current and future academic periods.
Academic History	The student's complete academic record in Workday, including internal coursework, transfer credit, grades, academic standing updates, and related notes.
Academic Progress (Student's Academic Progress)	The Workday evaluation of a student's completed, in-progress, and planned coursework against the requirements of their declared program of study. This is commonly referred to as the student's degree audit.
Academic Progress Override	A manual adjustment used to apply a registration, transfer credit, or requirement exception to a student's academic progress when automated requirement logic does not apply it as expected.
Academic Requirement Effective Date	The effective date used to determine which academic requirements, curriculum rules, and catalog year apply to a student's program of study.
Evaluate Academic Requirements for Student	A Workday task that allows an advisor, records manager, or student to preview how coursework would apply to a selected program of study. This is commonly used as a "what if" evaluation during potential program or major changes.
Maintain My Student Appointment Availability	Task in Workday that allows you to set, edit, or adjust your calendar availability for which students can schedule advising appointments.
Registration Appointment	The specific date and time when a student's registration window opens and they become eligible to begin registering for courses for an academic period. The student may continue making schedule changes until the registration window closes based on institutional date controls.
Saved Schedule	A draft schedule for an academic period that allows planned courses and selected course sections to be reviewed in list and weekly calendar views before or during registration.
Student Cohort	A defined group of students used for advising, outreach, or case management based on shared criteria such as class standing, academic unit, program of study, or assigned advisor.
Student Note	A task in Workday used to document conversations, meetings, or important advising information related to a student. Notes may be configured to be visible to the student, so users should follow institutional documentation and privacy guidelines.

Support Network	The group of institution-defined support contacts visible to students in Workday, which may include academic advisors, financial aid contacts, student success staff, or other campus resources.
Unused Registrations	Course registrations that remain on the student's academic record but are not currently counting toward academic progress, GPA calculations, attempted credits, or requirement completion due to repeat, transfer, or requirement logic.

## Student Records

Term	Definition
Clustering	A section level requirement that two or more specific sections must be taken at the same time to register. Example – If you take College Algebra section 103, you must take Math Lab Support section 103.
Cohort (Student Cohort)	Student cohorts are groupings of students that share characteristics like program of study, academic unit, academic advisor, class standing, etc.
Competency	Competencies are goals for measurable proficiency in a subject matter being covered in a course.
Co-Requisite	A course level requirement that two or more courses must be taken at the same time to register. Example – If you take any General Biology section you must take any General Biology Lab section.
Course	A course is a series of lessons in a particular subject, typically leading to qualification. They can be taught in multiple formats (e.g., lectures, labs) and students may be required to enroll in multiple instructional formats to complete the course.
Course Definition	The foundational Workday setup record that contains the course's subject, number, instructional formats, grading behaviors, eligibility controls, and relationships to other courses or rules.
Course Equivalency Group	A group of courses that overlap in content to the extent that institutions deem equivalent for various purposes/requirements.
Course Section	A course section is a time-specific representation of a specific instructional format of the course. This is the object that students will actually register in.
Eligibility Rule	Eligibility rules define who is eligible to take a course. For example, only first-year students are eligible for first year seminars. In Workday, eligibility rules are listed on the course description and enforced by the system, meaning only students who are eligible can register (without an override).
Holds	Administrative restrictions placed on a student's account that can prevent actions such as registration, onboarding completion, transcript requests, or account activity until resolved.

Registration Troubleshooting Console	Task in Workday that provides information about why a student could not register for a course or a course section.
Section Cluster	Clusters consist of multiple course sections that are designed to be taken together. When creating a section cluster, you can select a course to combine multiple sections of the same course, or multiple courses to combine sections of those different courses.
Student Activity	An education offering that is similar to a course but occurs outside the classroom. For example, new orientation, study abroad programs, and practical learning sections offer students educational opportunities but do not exactly fit the model of the course / section structure.
Total Academic Requirement	The total number of academic units, credits, or other defined requirements a student must complete to satisfy their program of study.
Verify Participation	The Workday task faculty complete to indicate whether each student in a course section has academically participated during the required verification window. This confirmation supports financial aid, attendance compliance, and institutional reporting requirements.

## Student Financials & Financial Aid

<b>Term</b>	<b>Definition</b>
Anticipated Disbursement Date	The date displayed to students showing when financial aid is expected to disburse, based on institutional disbursement schedules.
Census Date	A financial aid date control used in Workday to determine when certain automated packaging and cost assignment processes shift to manual review workflows. This is not always the same as an institution's traditional reporting census date.
Financial Aid Attendance Plan	The Workday record used to display the enrollment information required to award financial aid and calculate student charges. This may include past, current, and anticipated future enrollment used for packaging, disbursement, and attendance-based processing.
Load Status Policy	The institutional policy that defines the minimum number of academic units or credits required for full-time, half-time, or part-time enrollment statuses used in financial aid, reporting, and academic processes.
Pell Recalculation Date	The financial aid date control used to determine when Workday stops automatically recalculating Pell Grant eligibility based on enrollment changes.
Statement	A Workday-generated summary of a student's balance, charges, payments, and account activity by academic period, available in a printable PDF format.