

Description: This quick guide explains which system faculty, staff, and students are using for academic period (semester) specific activities

Applies to: All users

WHERE DO I GO TO

| TASK | ACADEMIC PERIOD / TIME FRAME | SYSTEM |
|--|------------------------------|--|
| Build and Update Courses | Spring 2024 Schedule | Colleague |
| | Summer 2024 Schedule | NO changes from 12/1/2023 until 2/26/2024. After 2/26/2024 updates made in Workday. |
| | Fall 2024 Schedule | Workday |
| Register for Classes (including Drop and Withdraw) | Spring 2024 | Colleague |
| | Summer 2024 | Colleague until 2/25/2024; Workday 2/26/2024 LAW Registration in Workday on 3/18/2024 |
| | Fall 2024 | Workday 4/1 |
| View Student Bio/Demo Data | Prior to 2/26/2024 | WebAdvisor |
| | After 2/26/2024 | Workday |
| Pull Course Rosters | Rosters for Spring 2024 | WebAdvisor or Canvas |
| | Rosters for Summer 2024 | Workday or Canvas (CAS/SBS) Canvas (Law) |
| | Rosters for Fall 2024 | Workday or Canvas (CAS/SBS) Canvas (Law) |
| Enter Grades | Spring 2024 | WebAdvisor |
| | Summer 2024 | Workday (CAS/SBS Only) Appointlink (Law) |
| | Fall 2024 | Workday (CAS/SBS Only) Appointlink (Law) |
| View Financial Aid (Returning Students) | Spring 2024 | Colleague |
| | Summer 2024 | Ask FA counselor |
| | Fall 2024 | Workday |
| View New Admits | Spring 2024 | Colleague |
| | Summer 2024 | Workday External site |

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| | Fall 2024 | Workday External site |
| View My Grades | Spring 2024 | Colleague |
| | Summer 2024 | Workday |
| | Fall 2024 | Workday |
| Correct a Final Grade (After the end of the Academic Period) | Spring 2024 | Workday (CAS/SBS/Law) |
| | Summer 2024 | Workday (CAS/SBS/Law) |
| | Fall 2024 | Workday (CAS/SBS/Law) |
| Verify Attendance (Participation) | Spring 2024 | WebAdvisor (CAS/SBS) |
| | Summer 2024 | Workday (CAS/SBS) |
| | Fall 2024 | Workday (CAS/SBS) |
| Update my Personal/Contact Information | Prior to 2/26/2024 | WebAdvisor |
| | After 2/26/2024 | Workday (URO will also update in Colleague for spring 2024 graduating students if applicable) |
| Change Major (Program of Study) | Prior to 2/26/2024 | Paper/PDF Form |
| | After 2/26/2024 | Workday |
| Build a New Program of Study (Major or Minor) | 8/1/23 for Catalog Year 23-24 | URO Request |
| | Catalog Year 24 -25 | Workday |
| Edit an Existing Program of Study | 8/1/23 -11/1/23 for Catalog Year 23-24 | URO Request |
| | 11/1/23 to 5/30/24 for Catalog Year 23-24 | Workday & URO Review |
| | Catalog Year 24 -25 | Workday |
| Enter or View a Student Hold | Prior to 2/26/2024 | Colleague |
| | On or after 2/26/2024 | Workday |
| Enter or View a Diploma Hold for a Student Graduating in Spring 2024 | Anytime | Colleague |
| Enter or View Student Friends and Family/FERPA Data | Prior to 2/26/2024 | Colleague |
| | After 2/26/2024 | Workday (will complete during Onboarding) |
| View Housing Data | Anytime | StarRez |
| View Athletic Team Information | Anytime | FrontRush |

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| View Student Accommodations | Anytime | SAM |
| Enter or View Academic Advisor Assignments | Prior to 2/26/2024 | Colleague/Self Service |
| | On or after 2/26/2024 | Workday |
| Enter Official Transcript Requests | Prior to 5/1/2024 | National Student Clearinghouse |
| | On or after 5/1/2024 | Parchment |
| Request Academic Requirement Overrides | Prior to 2/26/2024 | Colleague via Advisors (to URO) |
| | After 2/26/2024 | Workday via Advisors (and URO to update in Colleague for spring 2024 graduating students) |
| View Student Invoices | Spring 2024 | Colleague |
| | Summer 2024 | Workday |
| | Fall 2024 | Workday |
| Student Payments | Spring 2024 | Colleague Connection of TouchNet - C21453 |
| | Summer 2024 | Workday Connection of TouchNet - C20498 |
| | Fall 2024 | Workday Connection of TouchNet - C20498 |
| Student Refunds | Spring 2024 | Colleague |
| | Summer 2024 | Workday |
| | Fall 2024 | Workday |
| Edit/Add Course | 8/1/23 - 11/1/23 | URO Request |
| | 11/1/23 | Workday (and if needed for Spring 2024 or Summer 2024 section URO to also update in Colleague) |
| Edit/Add Course Section | For Spring 2024 or Summer 2024 (now – 2/26/24) | URO Request (update made in Colleague) |
| | For Summer 2024 (beginning 2/26/24) | Workday |
| | Fall 2024 and beyond | Workday (enter after 11/1/23) |
| Law Exams | No Change | ExamSoft |
| Law Exam Numbers | Spring 2024 | WebAdvisor |
| | Summer 2024 and beyond | Appointlink |
| Law Forms | Prior to 2/26/2024 | Law School Website |
| | After 2/26/2024 | Workday (Request Framework) and Law School Website |