

Workday Student Cheat Sheet

Workday is CCA's **student information system**. It's where you should go to view information + access tools related to your:

- Personal, Contact, + Identification Information
- Financial Aid + Student Account Information
- Academic Records, Planning, + Registration

For additional tips like this, check out the **Workday Student Help** section on the **CCA Portal**.

Tip #1: Use Your Dashboards!



My Student Finances

Change financial aid acceptance decisions + request additional loans

View your financial aid offerings

Make a payment on your account

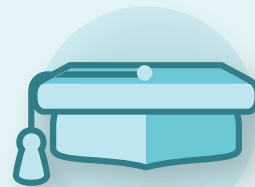
Set up direct deposit for refund checks

Financial Aid

- Create Request
- View Financial Aid

Student Account

- Pay and Enroll in a Payment Plan via Touchnet
- Set Up Payment Election



Academics

Key Steps for Academic Planning + Registration

- 1 Understand Your Academic Record, Including Transfer Credit (If Applicable) and/or Academic Standing including all transfer credits earned. View My Academic Record
- 2 Assess Your Progress Towards Degree Completion. See the course time and program credit apply towards your degree and which to. View My Academic Progress
- 3 Update Your Academic Plan. A valid plan is mandatory for the search process with degree requirements for you. View My Academic Plan
- 4 Draft a Schedule for Registration. Create a list of courses intended for a specific term, based on your academic. Create Schedule from Plan
- 5 Register for Courses. Use your final schedule to enroll in courses during your registration appointment. View My Course Schedule
- 6 Review and Adjust Your Registered Courses. View your current schedule. Drop and drop classes here during the add/drop period. View My Courses

Follow the key steps for a typical registration cycle

Upcoming Registration Appointments

Animation (BFA)	Start Date within	Start Time	End Time	Time Zone
	Fall 2019 (09/03/2019-12/12/2019)	01/01/2019 12:00 AM		GMT-08:00 Pacific Time (Los Angeles)

Get the date + time of your registration appointment

CCA Courses

- Summer 2019 Course Schedule
- Find CCA Courses

Help

- Create Request
- Change My Privacy Settings
- Academic Planning + Registration Step by Step Guides

Browse course section offerings for the coming term

View additional help

Tip #2: Get to Your Workday Student Profile

From your student profile, you can manage your name(s) + personal information, as well as your contact information + contact information of *friends and family* in case of an emergency.

Click Your Picture*



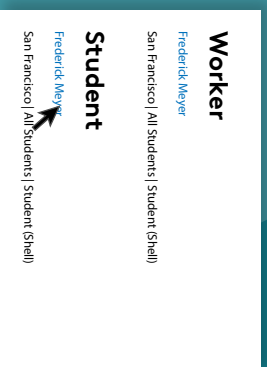
*A cloud appears here if your student photo has not been loaded.

Enter Your Profile



Click View Profile from the popup menu.

Click Your Name Beneath Student



If you have a work-study job, your Worker profile opens by default.

If you don't, skip to step 4!

You've Arrived!

