


## View and Update Student Profile


The student profile is a central location for you to view and update your personal and academic information.

### Overview:



 This help guide covers the:


- [Summary Tab](#)
- [Personal Tab](#)
- [Contact Tab](#)
- [Academics Tab](#)
- [Action items and Holds Tab](#)
- [History Tab](#)


### Key Terms:

 **Program of Study:** Major or Minor (E.g., Biology; Undeclared)  
**Academic Unit:** School or Department (E.g., Biology)  
**Academic Period:** Period of time with a set start/end date such as 2021 Spring Semester; Semester or Term

### Icons:

  Prompt

 Required Field

 Add a Row

## Navigate to the Student Profile

From the homepage:

1. Click on the Profile icon in the right corner.

**Note:** If you have a photo associated with your Berg ID, the photo will display in place of the blue Workday cloud.



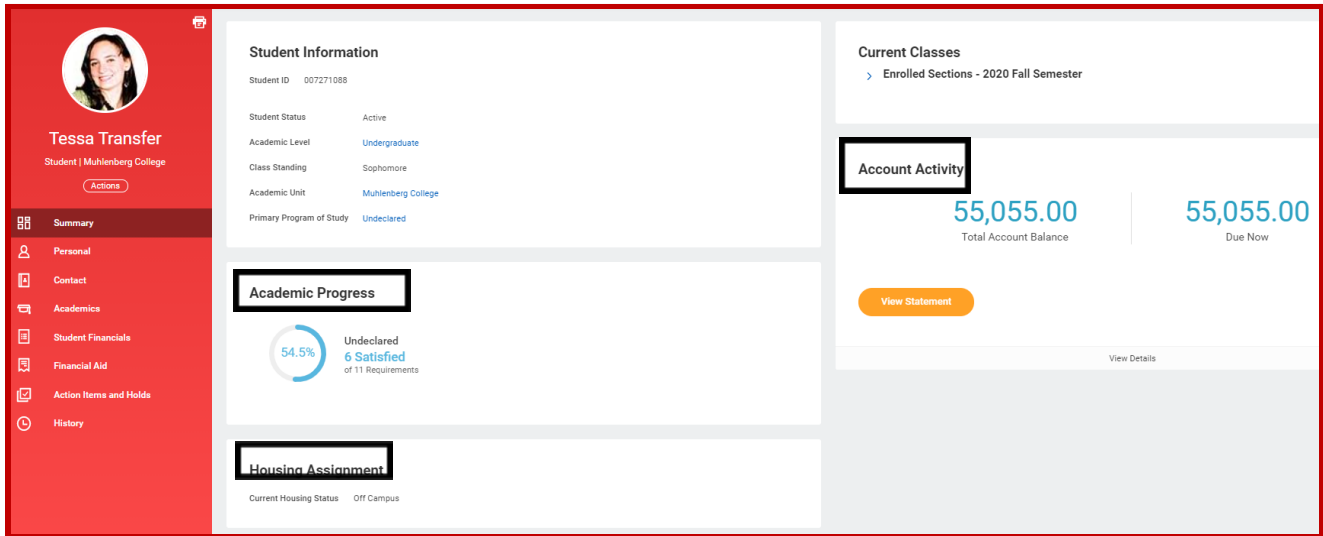
2. Click **View Profile**.

## Summary Tab

The Summary Tab is the first tab on the Student Profile. This page summarizes key information.

1. Click the down arrow under **Current Classes** to view the course sections you are currently enrolled in.
2. Click the left and right arrows under **Academic Progress** to view the Academic Progress of each Program of Study.

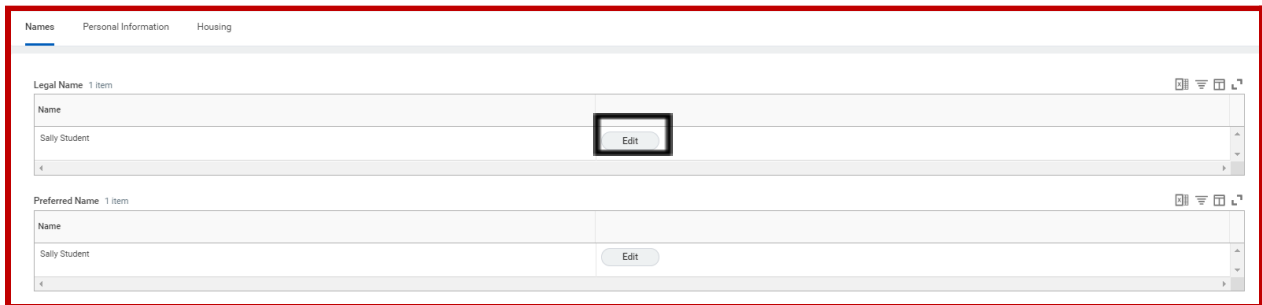
**Note:** The arrows will only appear if you have more than one Program of Study.



3. **Account Activity** will show Current and Total Account Balances  
**Note:** For more information on viewing account activity, view the [Student Financials](#) help guide.

## Personal Tab

1. From the Summary page, click the **Personal** tab.
2. The **Names** subtab will display your Legal and Preferred name. The preferred name will be the name displayed throughout the system.
3. Click the **Edit** button to update your **Legal Name**.



4. Click the prompt to select the **Prefix**, if applicable.
5. Enter the **First Name**.

6. Enter the **Middle Name**, if applicable.
7. Enter the **Last Name**.
8. Click the prompt to select the **Suffix**, if applicable.

Country \*  ⋮

Prefix  ⋮

First Name \*

Middle Name

Last Name \*

Suffix  ⋮

9. Click the **Select Files** button or drag and drop any relevant documents.  
**Note:** Legal Name changes require additional documentation.
10. Click **Submit**.
11. Click **Done**.
12. The **Personal Information** tab will display your **Age**, **Birthday**, **Race**, and **Marital Status**.
13. Click the **Edit** button to update your **Personal Information**.

Names
Personal Information
Housing

Edit

**Personal**

Gender	Female
Date of Birth	03/14/2001
Age	19 years, 9 months, 27 days
Marital Status	(empty)
Hispanic or Latino	
Race/Ethnicity	White (Not Hispanic or Latino) (United States of America)
Religion	Episcopalian (United States of America)
Citizenship Status	Citizen (United States of America)

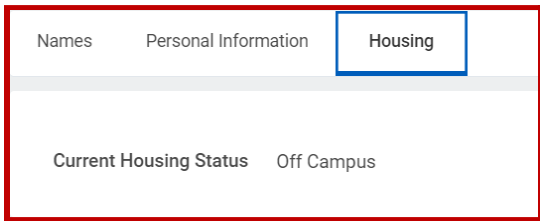
14. Click the pencil to edit the following fields:

- a. Marital Status
- b. Race/Ethnicity
- c. Religion
- d. Gender Identity

15. Click **Submit**.

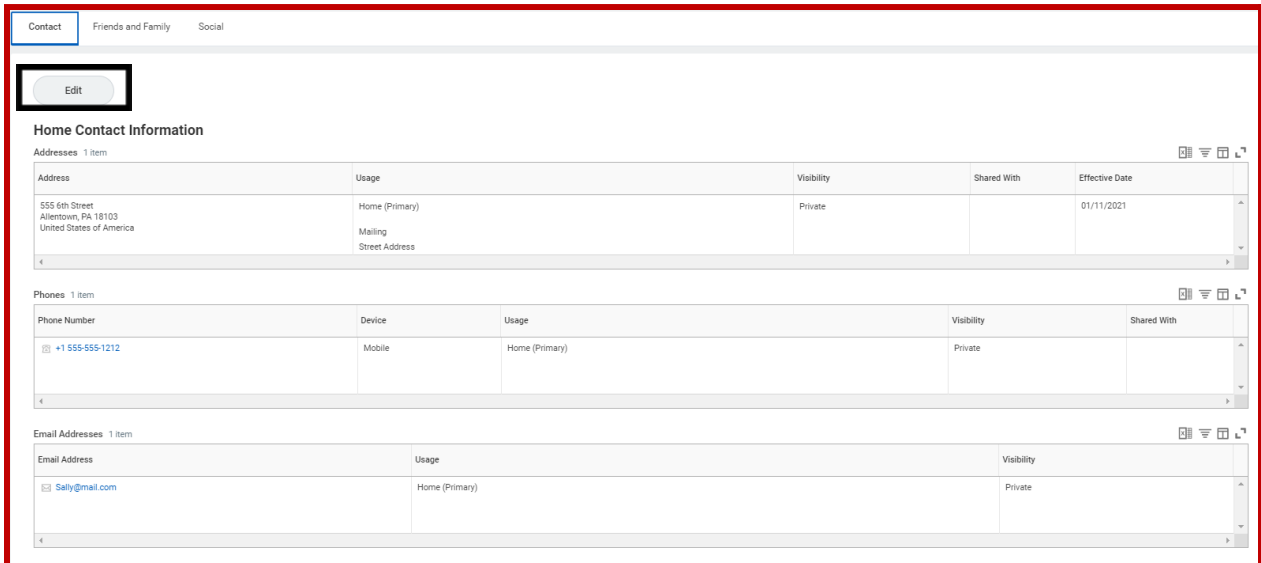
16. Click **Done**.

17. The **Housing** subtab will display your housing information. If you live Off Campus, the location will say *Off Campus*. If you live on campus, the housing information will appear. This information will appear Summer 2021.



## Contact Tab

1. From the Summary page, click on the **Contact** tab.
2. The **Contact** subtab displays your Home Contact information including home phone number and email address.
3. Click the **Edit** button to update your **Contact** information.



4. Click the pencil to edit or click the **Add** button to add information to the following fields:
  - a. **Address**
  - b. **Phone**
  - c. **Email**
5. Click **Submit**.

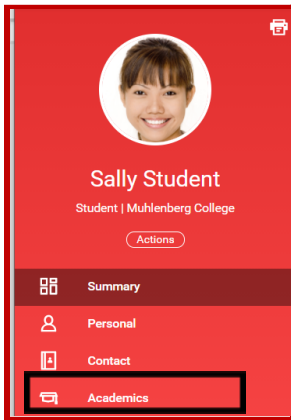
**These updates will route to the registrar’s office for approval**

6. Click **Done**.
7. The **Friends and Family** subtab lists your **Friends, Family, and Emergency Contacts**. This page also indicates if the Contact person has been granted **Third Party Permissions**.

Name	Relationship Types	Relationship	Phone Number	Email Address	Address	Third Party	Actions
Monica Mother	Emergency Contact	Mother	+1 555-555-1212	Monica@email.com	1234 5th Street, Allentown, PA 18001	Yes	Actions
Frank Father	Parent	Father	+1 555-555-1212	dad@email.com	123 5th Street, The Woodlands, TX 77382	Yes	Actions

## Academics Tab

1. From the Summary page, click the **Academics** tab.



2. The **Overview** subtab will display your Program of Study history.

Overview **Current Classes** Plan Academic History Academic Progress Transfer Credit

▼ **Muhlenberg College/Undergraduate (Undeclared)**

Student [Amanda R Carter](#)

Educational Objective 1 Item [Grid] [List] [Table] [Full]

Program of Study	Declare Date	Expected Completion	Status	Primary	
Undeclared	08/26/2019	05/20/2023	In Progress	Yes	<a href="#">Request</a>

3. Click on the **Current Classes** subtab to view the courses you are currently enrolled in or have completed for the current semester.

Overview **Current Classes** Plan Academic History Academic Progress External Records

**Mathematics Major (B.S./A.B.)**

2021 Spring Semester

[View Schedule](#)

My Enrolled Courses 6 Items [Grid] [List] [Table] [Full]

	Course Listing	Units	Grading Basis	Enrolled Sections					
				Section	Instructional Format	Meeting Patterns	Registration Status	Instructor	Start Date
Q	BIO 102 - Concepts: Biology of Movement	1	Graded	BIO 102-10 - Concepts: Biology of Movement	Lecture	MWF   9:00 AM - 9:50 AM   Baker Center for the Arts 137	Registered	Dr. Amy T Hark	02/08/20
				BIO 102-12 - Concepts: Biology of Movement	Recitation	R   11:00 AM - 11:50 AM	Registered	Dr. Bruce Wightman	02/08/20
				BIO 102-11 - Concepts: Biology of Movement	Laboratory	T   3:30 PM - 5:30 PM	Registered	Dr. Amy T Hark	02/08/20
Q	FYS 175 - FYS:Hip-Hop/Sociological Imagi	1	Graded	FYS 175-00 - FYS:Hip-Hop/Sociological Imagi	Seminar	TR   12:30 PM - 1:45 PM	Registered	Dr. Sahar Sadeghi	02/08/20
Q	AMS 101 - Intro to American Studies	1	Graded	AMS 101-01 - Intro to American Studies	Lecture	R   3:00 PM - 3:50 PM	Registered	Dr. Brian J Mello	02/08/20
Q	GRM 303 - Adv German Conv & Composition	1	Graded	GRM 303-01 - Adv German Conv & Composition	Lecture	MWF   11:00 AM - 11:50 AM	Registered	Dr. Franz A Birgel	02/08/20

4. Click the down arrow next to **My Dropped/Withdrawn Courses** to view a list of any courses that you have withdrawn from or dropped.

▼ My Dropped/Withdrawn Courses

3 Items [Grid] [List] [Table] [Full]

	Course Listing	Units	Grading Basis	Dropped/Withdrawn Sections					
				Section	Instructional Format	Meeting Patterns	Registration Status	Instructor	Start Date
Q	AMS 101 - Intro to American Studies	1	Graded	AMS 101-01 - Intro to American Studies	Lecture	R   3:00 PM - 3:50 PM	Unregistered	Dr. Brian J Mello	02/08/20
Q	BIO 101 - Concepts: Human Bio. Sci & Soc	1	Graded	BIO 101-00 - Concepts: Human Bio. Sci & Soc	Lecture	MWF   11:00 AM - 11:50 AM   Moyer 026	Unregistered	Dr. Adam Clark	02/08/20
Q	BIO 101 - Concepts: Human Bio. Sci & Soc	0	Graded	BIO 101-00 - Concepts: Human Bio. Sci & Soc	Lecture	MWF   11:00 AM - 11:50 AM   Moyer 026	Unregistered	Dr. Adam Clark	02/08/20

5. Click on the **Plan** subtab to view the **Academic Plan**. The Academic Plan is your guide to help plan your courses through your Muhlenberg College experience. The Plan is a list of courses and Academic Requirements that are *intended* to be taken during the given Academic Period. You can register from your Academic Plan, however the Plan itself does not show you what courses you are registered for. **Please view the [Academic Plan help guide](#) for additional information.**

Overview   Current Classes   **Plan**   Academic History   Academic Progress   External Records

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Primary Plan Name   Carly Classmate - Muhlenberg College/Undergraduate ( ) Plan

Accounted for Academic Requirements   9   Unaccounted for Academic Requirements   20

Academic Plan Last Updated   12/16/2020

Academic Plan Last Approved   12/10/2020

Plans Submitted for Approval   2

▼ **2020 - 2021 Academic Year**

7 Items 🔍 🗑️ 📄 📱

Academic Period	Requirement	Course	Units	Status
2020 Fall Semester	Human Differences & Global Engagement (DE)	ARH 223 - African American Art	0	Did Not Enroll
	First Year Seminar (FYS)	DNA 103 - FYS: Life in the City	0	Did Not Enroll
	Mathematics Core Courses	MTH 122 - Calculus II	0	Did Not Enroll
2021 Spring Semester		BIO 102 - Concepts: Biology of Movement	0	Enrolled
		MUS 111 - Music Theory I	0	Eligible to Enroll
	Writing Intensive (W)	ARH 222 - Contemporary Art	0	Eligible to Enroll
	First Year Seminar (FYS)	FYS 175 - FYS:Hip-Hop/Sociological Imagi	0	Enrolled

6. Click the **Academic History** subtab to view all the courses you have taken throughout your time at Muhlenberg College. The following helpful information can be viewed on this tab for each semester you have taken courses at Muhlenberg:

- a. Courses taken
- b. Grades received
- c. Units attempted and earned for the semester
- d. Cumulative units attempted and earned
- e. Academic Period (semester) GPA
- f. Cumulative GPA
- g. Program of Study (Major/Minor) GPA

Overview   Current Classes   Plan   **Academic History**   Academic Progress   External Records

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Student   Carly Classmate

▼ **Mathematics and Computer Science/Undergraduate (Art History Major/Mathematics Major)**

Coursework

▼ 2020 Fall Semester

Academic Period   2020 Fall Semester

Enrollments   1 item 🔍 🗑️ 📄 📱

Course	Units
MTH 121 - Calculus I	1
<b>Total:</b>	<b>1</b>

**Academic Period Totals**

Units Attempted   1

Units Earned   1

GPA Units   1

**Cumulative Totals**

Cumulative Units Attempted   1

Cumulative Units Earned   1

Cumulative GPA Units   1

**Student Standings**

Class Standing at Start of Period   First Year

Load Status   Full-time

7. The **Academic Progress** subtab displays the Academic Requirements that are associated with your Program of Study, including the General Academic Requirements.  
**Note:** General Academic Requirements will be listed for every program of study. If you have multiple declared programs of study, the General Academic Requirements will be listed in each.
8. The Status column indicates if you have satisfied the Academic Requirement. This information is also displayed with the toggle graph at the top of the screen. Some Academic Requirements require more than one course to be completed in order to satisfy them. The Graph at the top will only show if you have completed all of the courses associated with the requirement whereas the table will show everything.  
**Note:** General Academic Requirements will not affect the Program of Study GPA.
9. The Course or Courses that you have taken to satisfy the specific requirement will display in the **Satisfied With** column. Any course that is currently in progress will be noted with (in progress) listed after the course. The requirement will not appear as Satisfied until the course is successfully completed.
10. Click the hyperlinked number next to Unused Registrations (if applicable) to view elective courses that are not accounted for within the Academic Requirements grid.

▼ Mathematics and Computer Science/Undergraduate (Mathematics Major)

Mathematics Major

**1 Satisfied**

of 15 Requirements

Cumulative GPA 3.000

Unused Registrations 1

▼ **Mathematics Major Requirements**

Program of Study GPA 0.000

Requirements Effective 08/24/2020 Last Evaluated 01/05/2021 05:45:47 PM

15 items 🔍 🗨️ 📄 🔄

Requirement	Satisfied With	Remaining	Status
First Year Seminar (FYS)	FYS 113 - FYS: Q, Tarantino, Film Geek (In Progress)	Minimum 1 Course(s)	Not Satisfied
Writing Intensive (W)	FYS 194 - FYS: To Hell & Back (In Progress)	Minimum 2 Course(s)	Not Satisfied
Second Language (L2)		Minimum 2 Course(s)	Not Satisfied
Reasoning (RG)	MTH 121 - Calculus I		Satisfied

11. The Transfer Credit subtab will display all credit that has been transferred from another institution.  
**Note:** This Subtab will only display if you have credit that has been transferred.



Overview   Current Classes   Plan   Academic History   Academic Progress   **Transfer Credit**   External Records

▼ **Muhlenberg College/Undergraduate (Undeclared)**

**Credit From Coursework**

From Long Island Univ: Brooklyn

4 items

	Transfer Credit	Units	Grade	Originating Coursework	Notes
Q	<a href="#">GRD UNT - Transfer Course Work- elective</a>	1	A-	Long Island Univ: Brooklyn : Accounting Principles I : ACC11 - Accounting Principles I	
Q	<a href="#">ACT 101 - Financial Accounting</a>	1	A-	Long Island Univ: Brooklyn : Accounting Principles II : ACC12 - Accounting Principles II	
Q	<a href="#">ECN 102 - Principles of Microeconomics</a>	1	A	Long Island Univ: Brooklyn : Introduction to Microe : ECO10 - Introduction to Microe	<b>Notes</b>
Q	<a href="#">ECN 101 - Principles of Macroeconomics</a>	1	A	Long Island Univ: Brooklyn : Introduction to Macroe : ECO11 - Introduction to Macroe	

### Action Items and Holds Tab

1. From the **Summary** page, click the **Active Holds** tab.
2. The **Active Holds** subtab will display all holds you currently have on your account.
3. Click the **Student Hold Assignment** for more information on how to resolve the hold.

**Active Holds**   Resolved Holds

Viewing:

**Registrar's Office Hold**  
Transcript

Q

**Student Hold Assignment**   [Transcript Hold for Sally Student](#)

**Student**   Sally Student   **Created On**   11/22/2020

**Hold Reason**   Registrar's Office Hold   **Created by**   Ms. Deborah Tamte-Horan

**Description**   A hold has been placed on your record by

4. The **Resolved Holds** subtab will display any past holds you have had on the account, as well as information regarding when the hold was resolved.

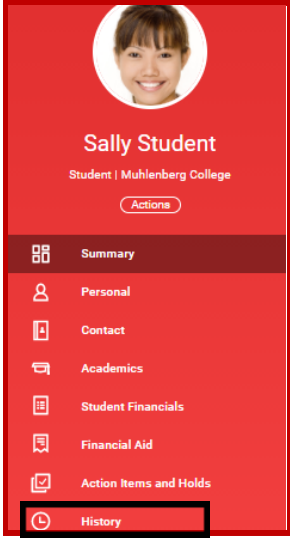
**Active Holds**   **Resolved Holds**

1 item

	Hold Reason	Description	Resolution Instructions	Hold Types	Date Resolved	Removed By
Q	Load Status Program Review	This hold was applied and the student is sent over the Review/Edit Program of Study for Load Status Task.	The hold will be removed automatically when the student has been reviewed off the Review/Edit Program of Study for Load Status Task.	Attendance Plan (Load Status)	12/16/2020	Tonya Gray

## History Tab

- From the Summary page, click on the **History** tab.  
**Note:** The History tab will only appear if you have a Student Note(s) on your record.



- The note will appear under the Note History subtab.

