

Information on your new advisees is available from the links below.

Please take time to review before your meetings with advisees.

- **Transfer and AP credit, language score, brief demographic profile:**

From your advisee's profile page in Workday, click on the Academics tab on the left-hand side menu, then select the External Records tab to view the student's test scores, transfer credit, etc.

The screenshot shows the Workday interface for a student profile at Rhodes College. The left-hand navigation menu is visible, with the 'Academics' tab selected. The main content area shows the 'External Records' sub-tab selected, displaying a table of educational institutions and test results.

Educational Institution	Attendances	Transcripts
High School	1	0

Test Name	Most Recent Attempt	Number of Attempts
ACT	04/01/2023	1
Emmersion Language Placement	05/31/2023	1
High School Language Placement	01/01/2023	1

- **Advisees' Academic schedules:**

To view your advisee's [course schedule](#), go to the student's profile in Workday, click on Academics and select the Current Classes tab.

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NOTE: If you have trouble opening these links, right click on the link; click **Copy Hyperlink**; and paste the copied link in the web address bar in Internet Explorer or another browser you aren't currently using. If you have trouble accessing either report, email help@rhodes.edu.