

How to Generate your Enrollment Verification in Workday

The screenshot displays the Workday user interface for Vincent van G. The top left shows a greeting: "Good Morning, Vincent van G" and the date "It's Tuesday, August 25th". Below this are "Suggested Tasks" with buttons for "View My Courses", "Create Expense Report", and "My Expense Reports". The "Most Used Apps" section is on the left, with "Academics" highlighted by a red box. Other apps listed are "My Student Finances", "Personal Information", and "Purchases". The main content area includes a "Keep Track" section with a paper airplane icon and the text "Here's where you'll get updates on your active items.", an "Announcements" section with two video thumbnails: "Fall 2020 Add/Drop: Aug 24 - Sept 11" and "Provide CCA with Your Online Learning Address ...", and a "Discover" section with three icons: a cardboard box, a lightbulb, and a magnifying glass.

- Log into Workday
- Select “**Academics**”



[View More](#)

Upcoming Registration Appointments

Animation (BFA)

Start Date within	Start Time	End Time	Time Zone
Fall 2020 (09/02/2020-12/15/2020)	08/24/2020 07:00 AM	09/11/2020 11:00 PM	GMT-08:00 Pacific Time (Los Angeles)

Important Contacts Support Network

Role	Student Cohort	Photo	Person	Public Work Email
Financial Aid Counselor	Financial Aid Advising V-Z		Vincent van G	vinvang@cca.edu
Academic Advisor	ADV ANIMA Cohort		Vincent van G	vinvang@cca.edu

CCA Courses

[Summer 2020 Course Schedule](#)

[Fall 2020 Course Schedule w/ Delivery Mode](#)

[Find CCA Courses](#)

Transcripts + Grades

[Print Unofficial Transcript](#)

[Order Official Transcripts](#)

[Print Enrollment Verification Report](#)

[More \(2\)](#)

Help


[Create Request](#)

- In the Right Hand menu under “**Transcripts + Grades**”, click on “**Print Enrollment Verification Report**”
- **Note:** *If you don't see it processing immediately, please wait. Do not click on it more than once.*

View N

Upcoming Registration Appointments



Processing your request, please wait.



Options

You can keep working while this runs in the background, and will be notified when it's ready. You can also view your completed requests by searching for the My Reports task or selecting My Reports from the main menu.

Notify Me Later Cancel

Role				
Financial Aid Counselor	Financial Aid Advising V-Z		Vincent van G	vinvang@cca.edu
Academic Advisor	ADV ANIMA Cohort		Vincent van G	vinvang@cca.edu

CCA Courses

- Summer 2020 Course S
- Fall 2020 Course Sched
- Find CCA Courses

Transcripts + Gra

- Print Unofficial Transcr
- Order Official Transcrip
- Print Enrollment Verific

More (2)

Help

- Create Request
- Academic Planning + R

- A processing message will show on the screen. You may select “**Notify Me Later**” for a bell notification when your enrollment verification is ready or wait until it finishes processing.

Note that it may 1-2 minutes for the PDF to generate. You can check your notifications (BELL icon in upper right) in a few minutes to see the PDF available for download.

7 items

Student	Student ID	Full Name	Academic Level	Date of Birth	Enrollment Term	Term Start Date	Term End Date	Units Registered
Vincent van G	13301853	Vincent van G	Undergraduate	03/30/1853	Fall 2020	09/02/2020	12/15/2020	12
Vincent van G	13301853	Vincent van G	Undergraduate	03/30/1853	Spring 2020	01/21/2020	05/08/2020	12
Vincent van G	13301853	Vincent van G	Undergraduate	03/30/1853	Fall 2019	09/03/2019	12/13/2019	12
Vincent van G	13301853	Vincent van G	Undergraduate	03/30/1853	Spring 2019	01/22/2019	05/10/2019	15
Vincent van G	13301853	Vincent van G	Undergraduate	03/30/1853	Fall 2018	09/04/2018	12/14/2018	15
Vincent van G	13301853	Vincent van G	Undergraduate	03/30/1853	Spring 2018	01/16/2018	05/04/2018	15
Vincent van G	13301853	Vincent van G	Undergraduate	03/30/1853	Fall 2017	09/05/2017	12/15/2017	15

A rectangular button with rounded corners, containing the word "Print" in a sans-serif font. The button is light gray and is enclosed in a thin red rectangular border.

- Once your enrollment verification is ready, it should take you to the report screen. In the report screen, select **“Print”** to generate a pdf of your enrollment verification.

n the lower left corner of your screen.

e. You can check your notifications (BELL icon in upper right) in a few minutes to see the PDF available for download.

Full Name	Academic Level	Date of Birth	Enrollment Term	Term Start Date	Term End Date	Units Registered	Units Earned	Load Status	Program
Vincent van G	Undergraduate	03/30/1853					0	Full-time	Animati
Vincent van G	Undergraduate	03/30/1853					12	Full-time	Animati
Vincent van G	Undergraduate	03/30/1853					12	Full-time	Animati
Vincent van G	Undergraduate	03/30/1853					15	Full-time	Animati
Vincent van G	Undergraduate	03/30/1853					15	Full-time	Animati
Vincent van G	Undergraduate	03/30/1853	Spring 2018	01/16/2018	05/04/2018	15	15	Full-time	Animati
Vincent van G	Undergraduate	03/30/1853	Fall 2017	09/05/2017	12/15/2017	15	15	Full-time	Animati

Your request is being processed

You can continue to wait or choose to be notified later.

[Notify Me Later](#)

Ok to select "Notify Me Later" in this screen to generate your pdf

- A processing message will appear on the screen and your pdf should generate shortly.
- You may click on **"Notify Me Later"** if you wish to receive a notification when your pdf is ready to download.



Check the "Bell" for your document



m Start Date	Term End Date	Units Registered	Units Earned	Load Status	Program of Study	Program of Study			
						Degree Program Status	Degree Program Expected Completion Date	Degree Program Completion Date	Degree Earned
/02/2020	12/15/2020	12	0	Full-time	Animation	In Progress	05/07/2021		
/21/2020	05/08/2020	12	12	Full-time	Animation	In Progress	05/07/2021		
/03/2019	12/13/2019	12	12	Full-time	Animation	In Progress	05/07/2021		
/22/2019	05/10/2019	15	15	Full-time	Animation	In Progress	05/07/2021		
/04/2018	12/14/2018	15	15	Full-time	Animation	In Progress	05/07/2021		
/16/2018	05/04/2018	15	15	Full-time	Animation	In Progress	05/07/2021		
/05/2017	12/15/2017	15	15	Full-time	Animation	In Progress	05/07/2021		

- It will take a moment for your enrollment verification pdf to generate
- If you do not see the pdf version generate on the screen, click the "Bell" notification on the top right side of your screen.

Notifications

Viewing: All



Sort By: Newest



From Last 30 Days

Document Available

Print Layout - Print Enrollment Verification Report - 2020-08-25 15_56 PDT.pdf is now available in My Reports 

2 minute(s) ago

Document Available

2 minute(s) ago

Print Layout - Print Enrollment Verification Report - 2020-08-25 15_56 PDT.pdf is now available in My Reports

Details



[Print Layout - Print Enrollment Verification Report - 2020-08-25 15_56 PDT.pdf](#)

- If your pdf does not generate on the screen, you can click on the document link in your notifications to download your enrollment verification pdf.