# Register for Classes

Overview

The steps below will cover how to register for classes in Workday. There are a few ways to register for course sections:

1. You can use the **Find Course Sections and Register** report to register for each course section.
2. You can access a schedule you created previously and register in the course sections you added.
3. You can access your **Academic Plan** to choose course sections to register in.

The steps below will show how to register from the **Find Course Sections and Register** report. See the quick reference guides on the **Academic Plan** and **Creating a Schedule** for information on registering through these paths.

Process:

1. From the Workday homepage, click the "**Academics**" application.
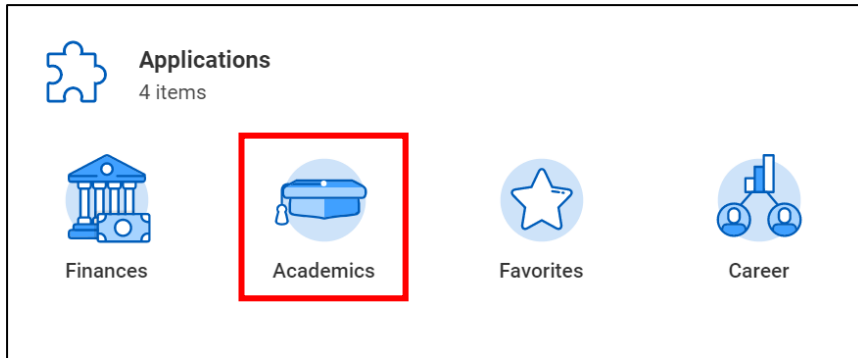
2. On your "**Academics**" dashboard, click **"Find Course Sections and Register – (Academic Period).**
   a. Note: The Academic Period currently open for registration will be shown - there may be more than one period listed.
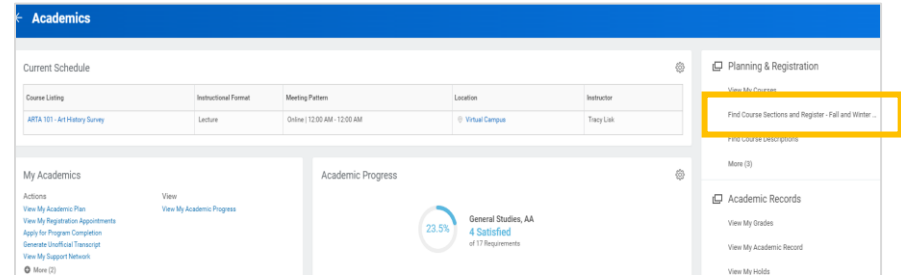
3. The Academic Period that is open for registration will default into the **"Start Date within"** field.
   a. To see future Academic Periods, click on the **"X"**, type the Academic Period you are looking for into the search field
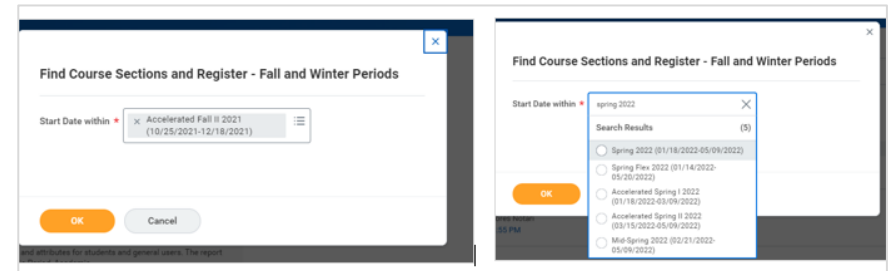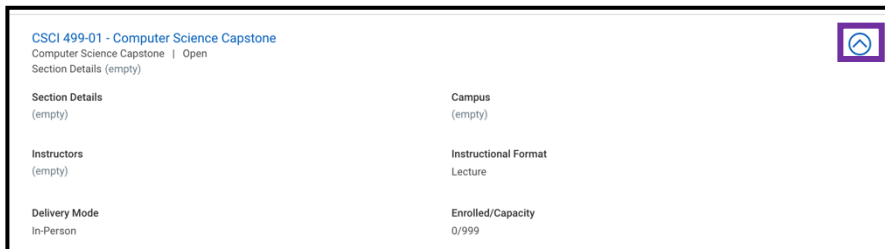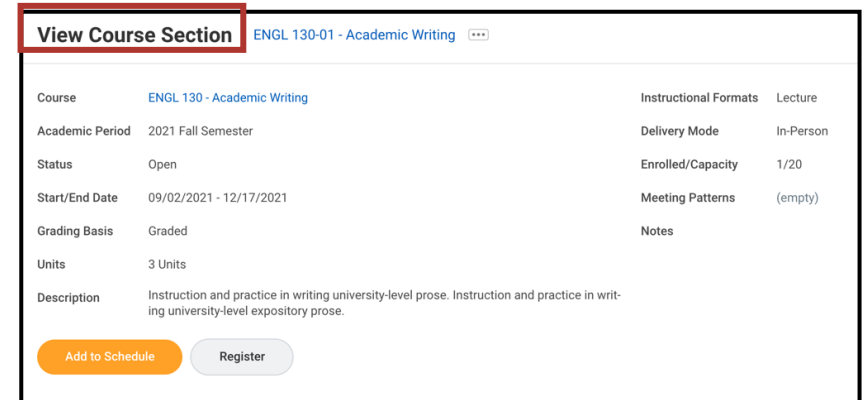
4. Click **"Ok"**

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5. On the "**Find Course Sections and Register**" report, the course sections for the chosen semester will appear. You can search for a class using the top search bar or narrow the report using the filters on the left side.
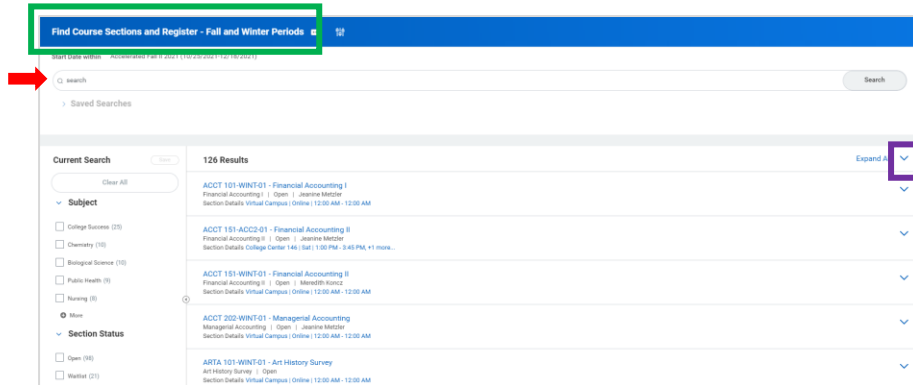

6. To see additional information, click the arrow icon next to the course section.

7. To register for the course, click the course section link to open the "**View Course Section**" screen.

8. Click on the **"Register"** button
   a. When registration begins, the "**Register**" button will be shown on this screen. Note that you will *not* see this button if you are not currently within the registration window or you are not eligible for the course.
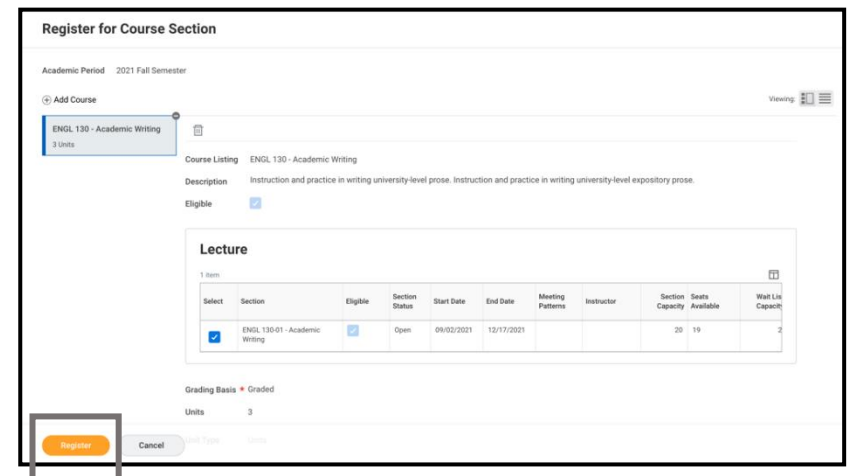
9. Review the course section to make sure you have chosen the correct course section.
10. To add additional course sections for registration, click the "**Add Course"** button at the top left corner.

11. When you are finished, click "**Register"**. If registration was unsuccessful, the system will instruct you as to the errors in enrollment. Example errors might be a hold impacting registration, not meeting a prerequisite, or a time conflict.