



Register for Classes

Overview

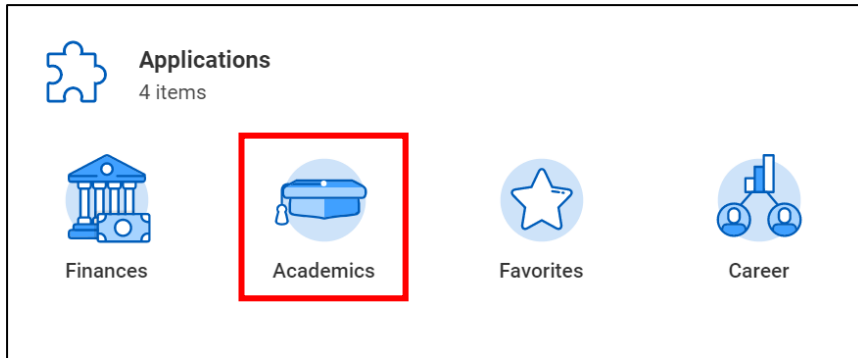
The steps below will cover how to register for classes in Workday. There are a few ways to register for course sections:

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.

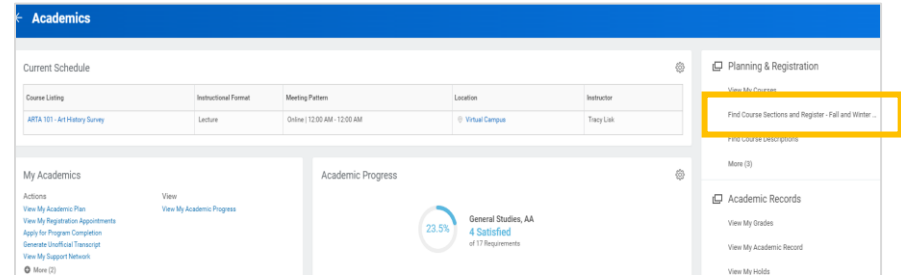
The steps below will show how to register from the **Find Course Sections and Register** report. See the quick reference guides on the **Academic Plan** and **Creating a Schedule** for information on registering through these paths.

Process:

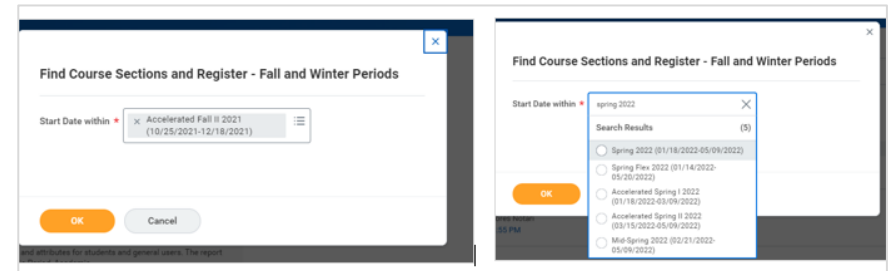
1. From the Workday homepage, click the **Academics** application.



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.



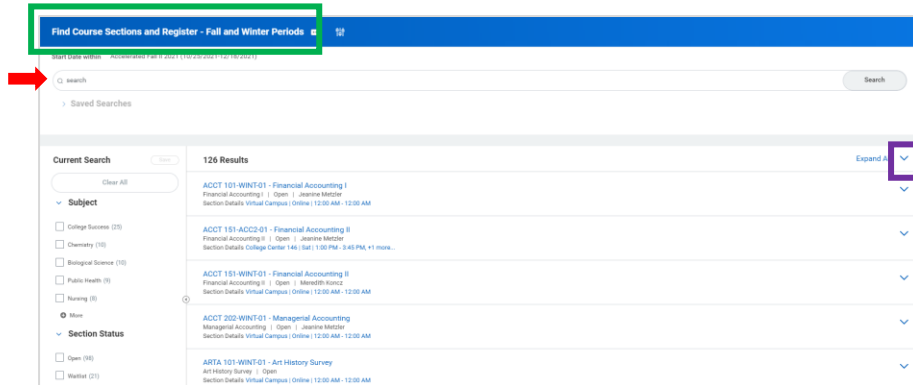
3. The Academic Period that is open for registration will default into the **Start Date within** field.
 - a. To see future Academic Periods, click on the **X**, type the Academic Period you are looking for into the search field



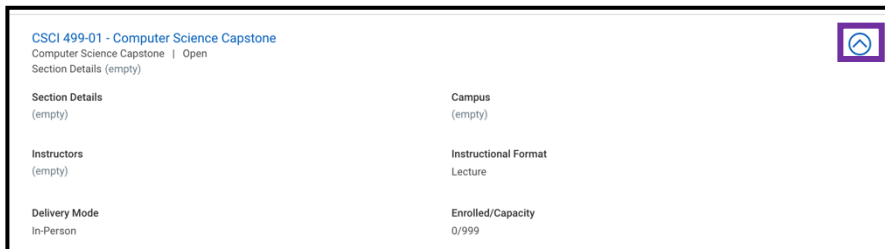
4. Click **Ok**

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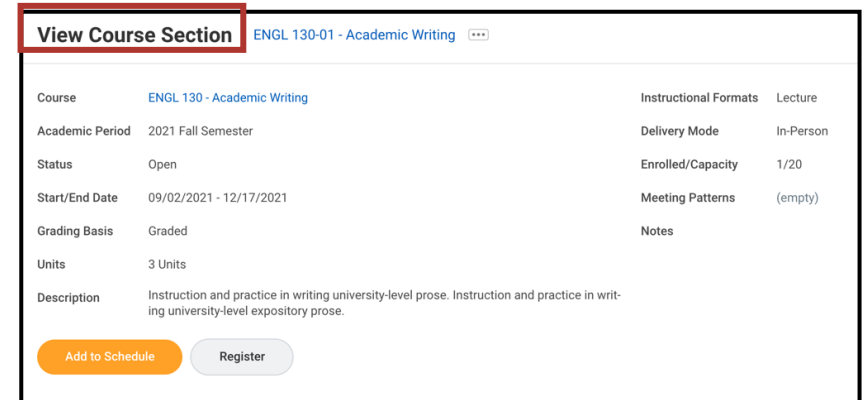
- On the **“Find Course Sections and Register”** report, the course sections for the chosen semester will appear. You can search for a class using the top search bar or narrow the report using the filters on the left side.



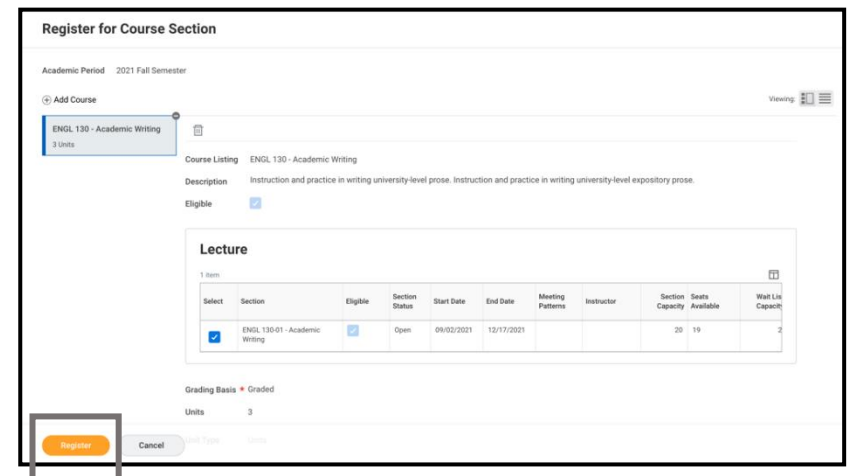
- To see additional information, click the **arrow icon** next to the course section.



- To register for the course, click the course section **link** to open the **“View Course Section”** screen.



- Click on the **“Register”** button
 - 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.





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- Review the course section to make sure you have chosen the correct course section.
- To add additional course sections for registration, click the **"Add Course"** button at the top left corner.

A screenshot of a web form titled "Register for Course Section". At the top, it says "Academic Period 2021 Fall Semester". Below this is a button labeled "+ Add Course" which is highlighted with a red box. Underneath the button is a card for a course section: "ENGL 130 - Academic Writing" with "3 Units" below it. To the right of the course name is a trash can icon. Below the course card, there are three rows of information: "Course Listing" with the value "ENGL 130 - Acade...", "Description" with the value "Instruction and pra...", and "Eligible" with a checked checkbox. At the bottom of the card, the word "Lecture" is displayed in a bold font.

- 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.