Schedules - Creating and Registering from a Schedule

Overview

In Workday, to help plan out your courses for future terms, you can create a schedule at any point before registration opens. The steps below cover how to create a schedule. Once registration begins, you can register for classes directly from the schedule you created.

NOTE: Creating a schedule will not automatically register you for the course, once registration is open, go to your saved schedule, open the schedule you created and you will now see a **"Start Registration"** button, click to register.

Create a Schedule Process:

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

2. On your "**Academics**" dashboard, click "**Find Course Sections-NCC Custom**".
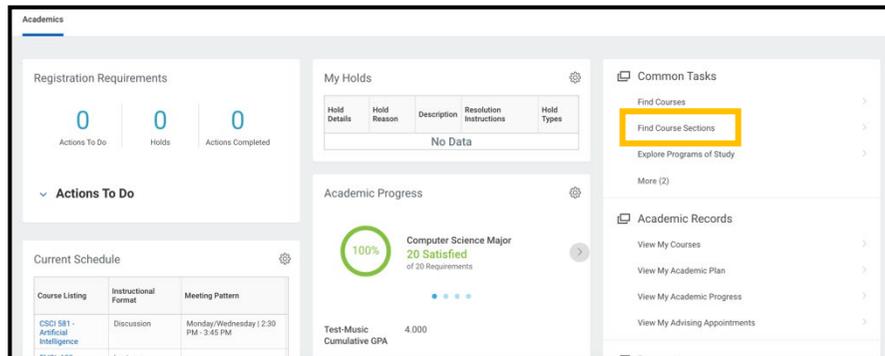
3. The Academic Period that is open for registration will default into the **"Start Date within"** field.
   a. To see future Academic Periods, click on the **"X"** and type the Academic Period you are looking for into the search field
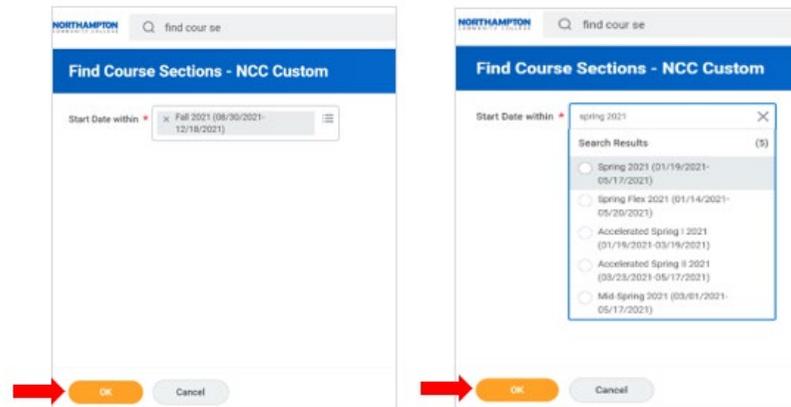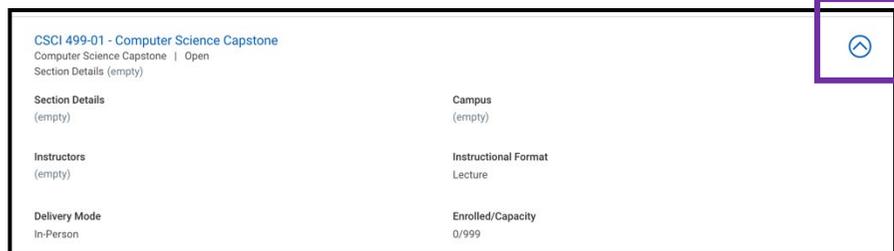

4. Click **OK**.

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5. On the **Find Course Sections** 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.
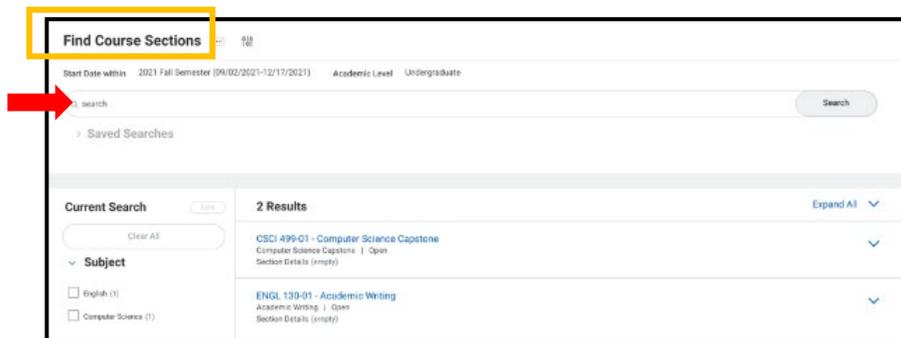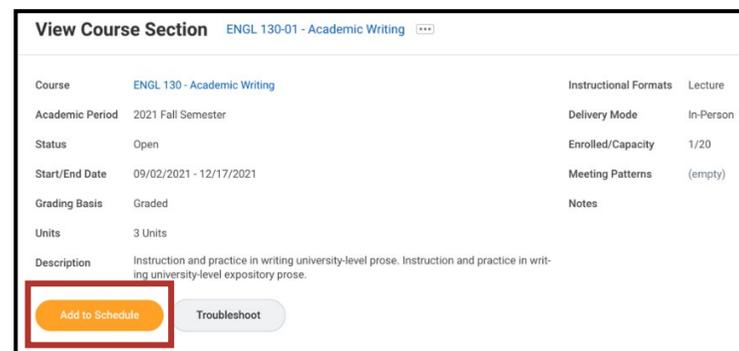

6. To see additional information, click the arrow icon next to the course section.


7. If you wish to view even more information, or to add this class to the schedule, click the **link** for the course section.

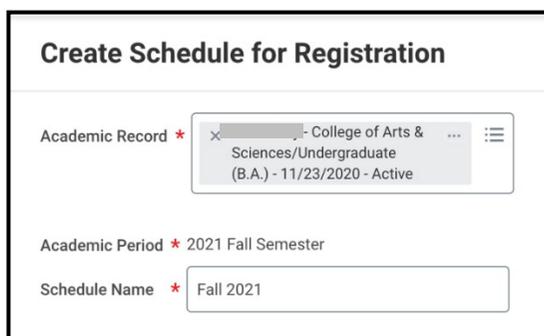8. To add the course to your schedule, click the "**Add to Schedule**" button.

9. On the next screen, choose the schedule you wish to add the course section to. If you have not created a schedule yet, click into this field and click "**Create Schedule for Registration**," continue with next steps.
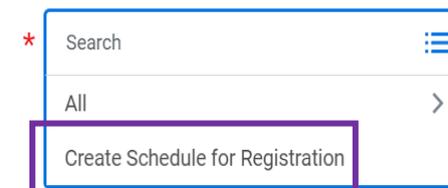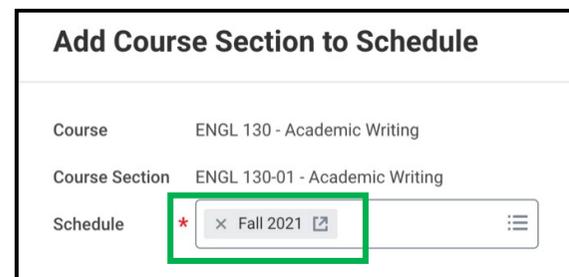
10. Follow the below instructions for the fields on this screen:

- **Academic Record:** Choose the record you wish to create the schedule for. Most commonly there will only be one record; if you have multiple programs of study there may be multiple. This field is required.
- **Schedule Name**: Enter a name for the schedule. This field is required.

11. Click "**OK**".

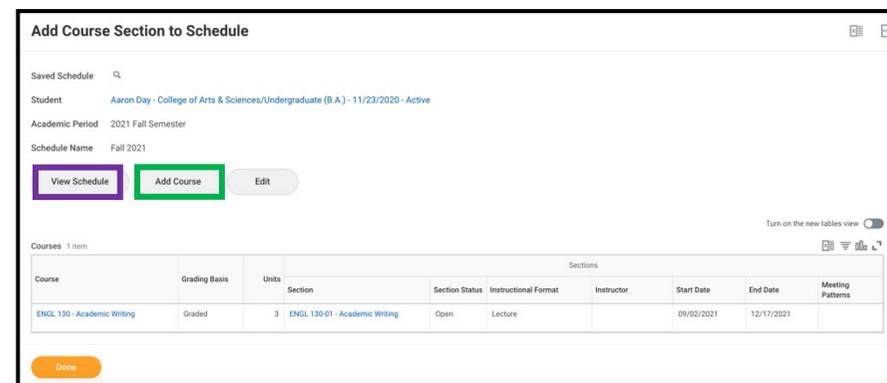12. Back on the "**Add Course Section to Schedule**" screen, click "**Choose Times**".

13. Select the appropriate course sections you wish to add to the schedule. You may need to select multiple course sections in the case of a class with a lab and a lecture.

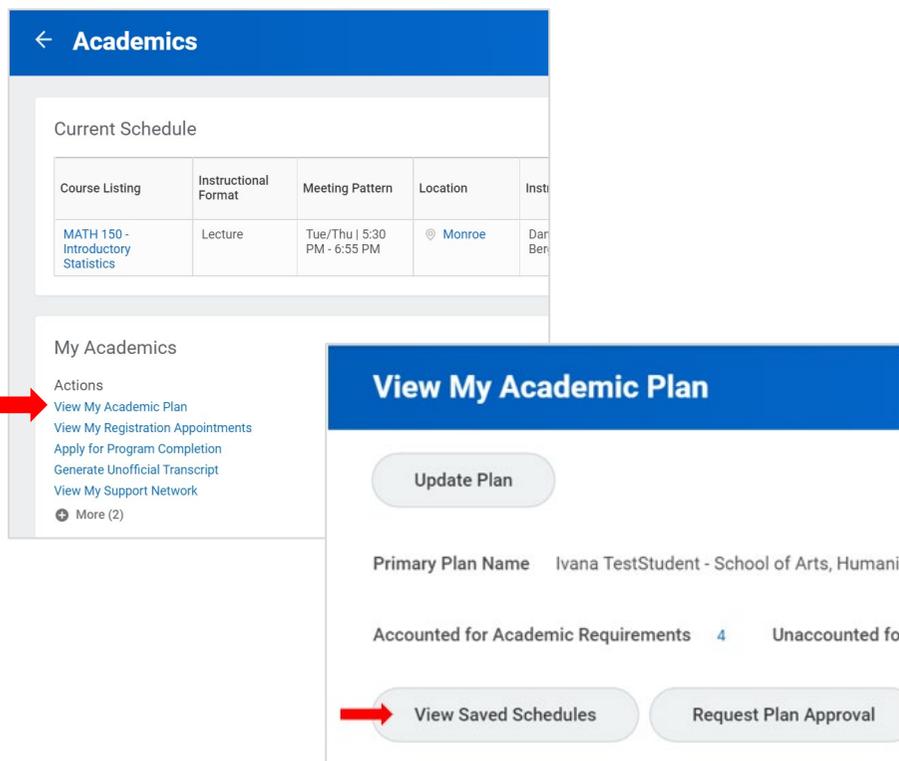14. Click "**OK**".

15. Now you will see the schedule.

16. To add additional course sections to your schedule, click **Add Course**.

17. To see a weekly view of your current class schedule, click **View Schedule**.

3

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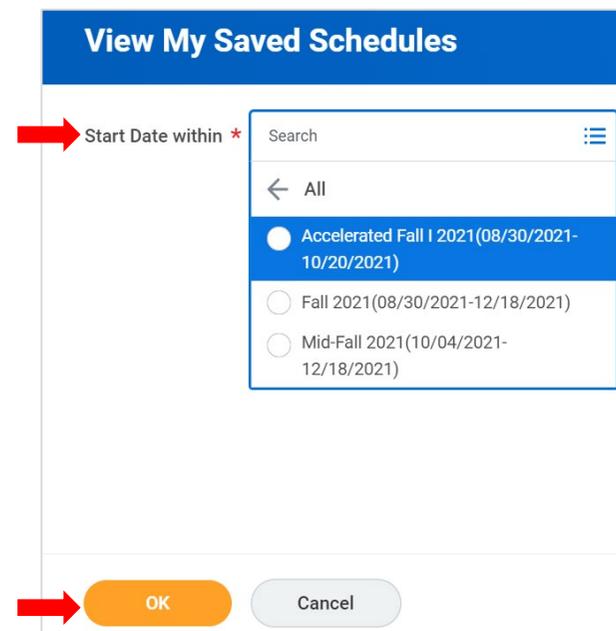
Register From a Saved Schedule:

1. When registration begins, open the schedule you created.
   a. From your **"Home"** page, open the **"Academics"** application
   b. Under "**My Academics",** click **"View My Academic Plan",** then **"View Saved Schedules"**

2. Enter the name of the schedule in the **"Start Date within"** search field or click the list icon to see all saved schedules, click **"OK"**

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3. Confirm the courses you want to register for are listed, click on the **"Start Registration"** button.
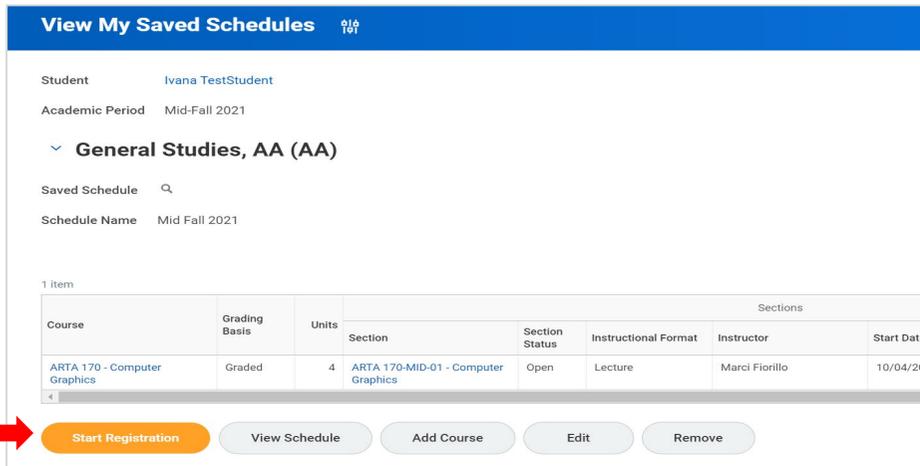
View My Saved Schedules

Student	Ivana TestStudent
Academic Period	Mid-Fall 2021

∨ **General Studies, AA (AA)**

Saved Schedule	🔍
Schedule Name	Mid Fall 2021

1 item

| | | | Sections | | | | |
Course	Grading Basis	Units	Section	Section Status	Instructional Format	Instructor	Start Date
ARTA 170 - Computer Graphics	Graded	4	ARTA 170-MID-01 - Computer Graphics	Open	Lecture	Marci Fiorillo	10/04/202

[Start Registration] [View Schedule] [Add Course] [Edit] [Remove]

4. Click on the **"Register"** button to complete the registration.
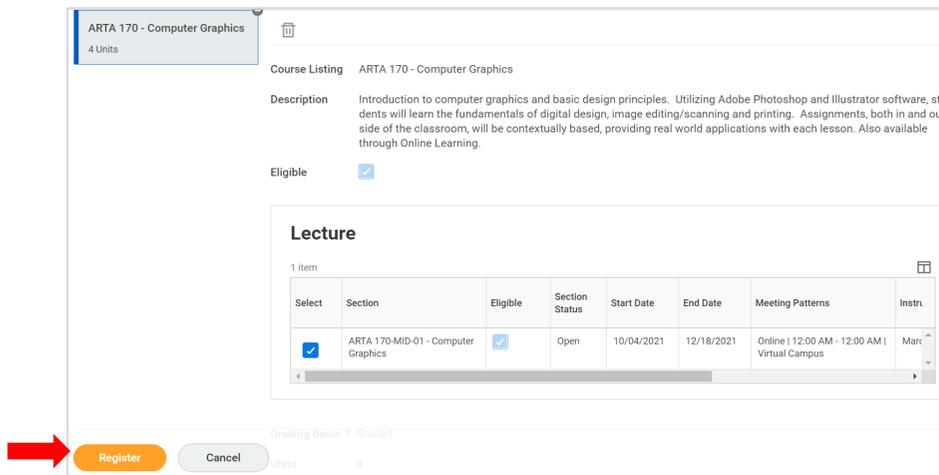
ARTA 170 - Computer Graphics	🗑
4 Units	

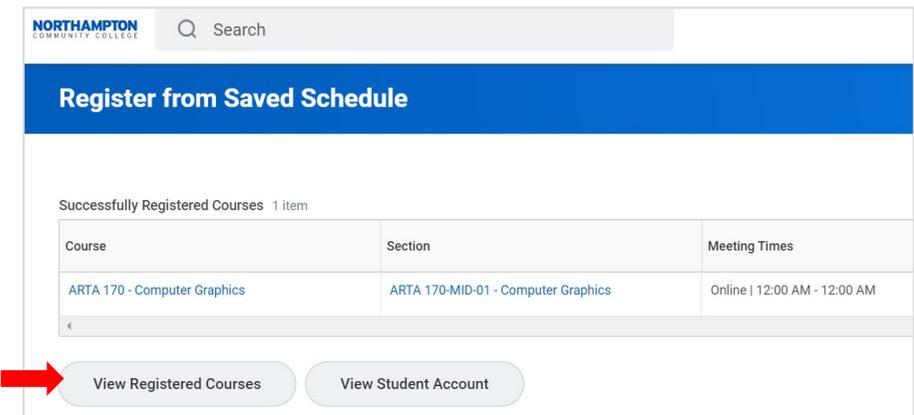| Course Listing	ARTA 170 - Computer Graphics
Description	Introduction to computer graphics and basic design principles. Utilizing Adobe Photoshop and Illustrator software, students will learn the fundamentals of digital design, image editing/scanning and printing. Assignments, both in and outside of the classroom, will be contextually based, providing real world applications with each lesson. Also available through Online Learning.
Eligible	☑

Lecture

1 item

Select	Section	Eligible	Section Status	Start Date	End Date	Meeting Patterns	Instr
☑	ARTA 170-MID-01 - Computer Graphics	☑	Open	10/04/2021	12/18/2021	Online	12:00 AM - 12:00 AM	Virtual Campus	Marc

Grading Basis * Graded

Units   4

[Register] [Cancel]

5. The next screen will show the successfully registered course/courses. Click **"View Registered Courses"** to see all courses you are currently registered for.

NORTHAMPTON COMMUNITY COLLEGE   🔍 Search

Register from Saved Schedule

Successfully Registered Courses 1 item

Course	Section	Meeting Times
ARTA 170 - Computer Graphics	ARTA 170-MID-01 - Computer Graphics	Online	12:00 AM - 12:00 AM

[View Registered Courses] [View Student Account]