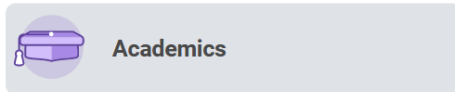


# Create a Saved Schedule

Log in to Workday

On the right side of the home screen, click on **Academics** in the **Your Top Apps** box.

## Your Top Apps



From your dashboard, click **Find Course Listings** in the **Planning and Registration** section

## Planning & Registration

Find Course Listings

View My Courses

View My Saved Schedules

Choose the **appropriate academic year and term**. Type the year and term (ex: fall 2023) into the search box for quicker access.

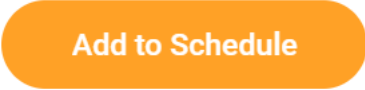
## Find Course Listings

A screenshot of a search dropdown menu. At the top, it says 'Academic Period' with a red asterisk. Below that is a search box containing '2023 Fall Undergraduate (08/22 /2023-12/05/2023)'. Underneath the search box is a 'Search Results (2)' section. The first result is '2023 Fall Graduate (08/22/2023-12 /05/2023)' with an unchecked checkbox. The second result is '2023 Fall Undergraduate (08/22 /2023-12/05/2023)' with a checked checkbox. To the left of the dropdown is an orange 'OK' button.

Click **OK**

To sort the course listings, use the filters found in the left column. You can sort by **Subject** as well as **GER Requirement** (using **Course Tags**)

Once you have found a course you would like to add, right click on the name of the course and click **See in New Tab**; then click **Add to Schedule**.




On the following page, click in the box next to **Schedule** and click **Create Schedule for Registration**

**Add Course Section to Saved Schedule**

Course ACC 111 - Principles of Financial Accounting

Course Section ACC 111-01 - Principles of Financial Accounting

Schedule \*  

All >

Create Student Registration Saved Schedule

Enter a **Schedule Name**. You can make multiple saved schedules so it is a good idea to be descriptive with your schedule name (e.g., Fall 2023 first choices)

**Create Student Registration Saved Schedule**

Academic Period \* 2023 Fall Undergraduate

Schedule Name \*

Click **OK**

On the next page, click **Choose Times** to determine which section of the course will be added to your schedule

## Choose Times

Select the section you wish to add to your saved schedule

### Lecture

2 items

Select	Section	Eligible	Section Status	Start Date	End Date	Delivery Mode	Meeting Patterns	Instruc
<input checked="" type="checkbox"/>	ACC 111-01 - Principles of Financial Accounting	<input type="checkbox"/>	Open	08/22/2023	12/05/2023	In-Person	MWF   9:30 AM - 10:20 AM   HIP-202	Sandy
<input type="checkbox"/>	ACC 111-02 - Principles of Financial Accounting	<input type="checkbox"/>	Open	08/22/2023	12/05/2023	In-Person	TR   11:30 AM - 12:45 PM   HIP-202	Mark

Click **OK**

**NOTE:** When registering for a lab, you'll select both a lecture and a lab section; for the lab section, choose the **same course number** with "L" at the end and register for **both**. Though it may appear that each section (the class and the lab) is worth four credits separately, once you combine them, the total number of credits for the lab course will be four.

### Laboratory

1 item

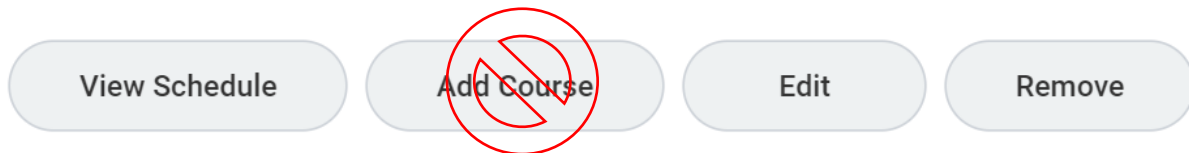
Select	Section	Eligible	Section Status	Start Date	End Date	Meeting Patterns
<input checked="" type="checkbox"/>	BIO 101-01L - Principles of Biology	<input checked="" type="checkbox"/>	Open	08/25/2021	12/18/2021	T   2:30 PM - 5:20 141

### Lecture

1 item

Select	Section	Eligible	Section Status	Start Date	End Date	Meeting Patterns
<input checked="" type="checkbox"/>	BIO 101-01 - Principles of Biology	<input checked="" type="checkbox"/>	Open	08/25/2021	12/18/2021	MWF   8:30 AM - 9:20 AM   PYR-026

On the next page, you can choose to view your saved schedule, add course, or edit. **DO NOT CLICK Add Course** if you wish to add another course to your schedule. That button will take you to the generic catalog instead of the courses that are offered in the upcoming term. Instead, you should go back to the previous tab with the course listings pulled up and add another class to your saved schedule from there by repeating the steps above.



NOTE: You can create multiple saved schedules with alternative courses/section so that if I course is full, you can access your backup schedule and register for a different course/section. **You do not need to add courses for which you are already registered to your saved schedule, like your FYW seminar course, or a course added by an academic department. You can see a list of currently registered courses by clicking “View My Courses” under the “Academic” worklet.**