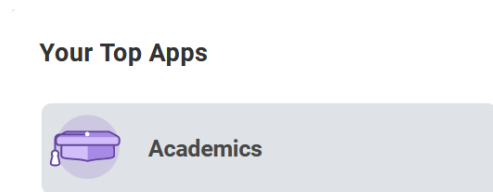


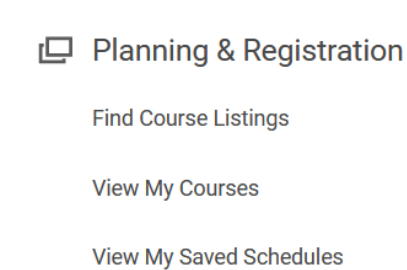
Create a Saved Schedule

Log in to Workday

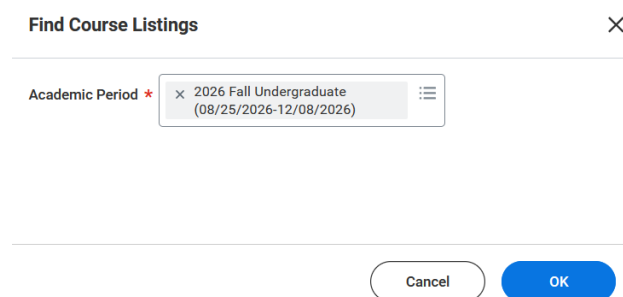
On the right side of the home screen, click on **Academics** in the **Your Top Apps** box.



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



Choose the **appropriate academic year and term**. Type the year and term (ex: fall 2026 und) into the search box for quicker access.



Click **OK**. This will bring up the complete set of course listings for the term.

To find specific courses, type the course prefix (ex: ANT, ACC) or course number in the search.

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

Once you have found a course, click the Course Name to see additional details about the course, including Course Description, Prerequisite Requirements, Reserved Capacity, and Waitlist information, click on the Course Name. Note that Prerequisite Requirements are labeled Eligibility.

View Course Section

PDF

Print

Close

ACC 120-02 - Principles of Financial and Managerial Accounting

General Information

Course

ACC 120 - Principles of Financial and Managerial Accounting

Description

May not be registered for credit after successful completion of ACC 301. This course introduces the theory and practice of financial and managerial accounting as applied to the corporate form of business. Topics include the accumulation, analysis, interpretation and uses of accounting information for business reporting and decision-making. 4 credits.

Academic Period

2026 Fall Undergraduate

Instructor

Start/End Date

08/25/2026 - 12/08/2026

Status

Open

Total Section Capacity

24

Seats Available

24 of 24

Add to Saved Schedule

Start Registration

Additional Details

Credits

4 Semester Credits

Grading Basis

Graded

Eligibility

(No credit for ACC 111 OR ACC 301) AND (First-Year, Sophomore, or Junior class standing)

Instructional Formats

Lecture

Delivery Mode

In-Person

Campus

Main Campus

Meeting Patterns

HIP-202 | MW | 6:00 PM - 7:15 PM

To select the course, click the Add to Saved Schedule button. You will receive this prompt:

Add Course Section to Saved Schedule

Close

Course Section

ACC 120-02 - Principles of Financial and Managerial Accounting

Add to

New Saved Schedule

Existing Saved Schedule

Cancel

OK

Select **“New Saved Schedule”** if this is the first course you have chosen for your schedule. You will be prompted to name your schedule. You can make multiple saved schedules so it is a good idea to be descriptive with your schedule name (e.g., Fall 2026 first choices)

Saved Schedule Name *

Academic Period 2026 Fall Undergraduate

Click **OK**

On the next page, you will see that the course you selected has been added to a calendar view:

The screenshot displays a user interface for selecting and saving a course schedule. On the left, a sidebar titled "Saved Courses" and "Find Courses" contains a search bar and a list of results. The first result is "ACC 120 - Principles of Financial and Managerial Accounting", which is expanded to show details for the "2026 Fall Undergraduate (3)" section. Two sections are listed: "ACC 120-01" (MWF 11:30 AM - 12:20 PM) and "ACC 120-02" (MW 6:00 PM - 7:15 PM). The "ACC 120-02" section is selected, indicated by a blue circle with the number "1". On the right, a calendar view shows the selected course added to the schedule for Monday and Wednesday at 6:00 PM - 7:15 PM. The calendar is titled "Fall 2026 schedule 1" and "Academic Period: 2026 Fall Undergraduate". A "Save" button is visible at the bottom of the calendar view.

	Monday	Tuesday	Wednesday	Thursday	Friday
3 PM					
4 PM					
5 PM					
6 PM	ACC 120-02 Open Lecture 2026 Fall Undergraduate 6:00 PM - 7:15 PM		ACC 120-02 Open Lecture 2026 Fall Undergraduate 6:00 PM - 7:15 PM		
7 PM					
8 PM					

If you would like to change your selection, you can choose a different section from the listings on the left side by clicking the + sign next to the section you want. Don't forget to delete the original section from your schedule.

You can now continuing building your schedule from this page.

At the top of the left side of the page, you can filter for additional courses. Be sure to remove the filter for the initial course that you selected by clicking the X next to the filter (in the example above, ACC 120).

Click on Add Filters on the top left:

Saved Courses

Find Courses

Q

Search for course

Add Filters

Undergraduate X

Clear All

This brings up a screen with the filters you would see on the View Course Listings page:

Filter Course Sections

X

Academic Level	X Undergraduate	Subject	
Course		Section Status	
Instructional Format		Delivery Mode	
Instructor		Course Tag	
Campus Location		Meeting Days	

OK

Cancel

Use the section status filter to select courses that are Open or have a Waitlist. Use Course Tag to filter for courses that fulfill General Education Requirements and use the Meeting Days to filter for specific days of the week. **Pro Tip:** Type in the shortform for the GER to find the course tag quickly (e.g., NWL, HB, TA, VP, MR, etc.)

If you filter on a GER, you will see the complete list of courses that could fulfill that GER.

Select the  icon next to the course option to learn more about it and once you find a course you would like to add to your saved schedule, select the  sign to add it to the schedule.

Repeat until you have a full course load (16 credits). *Note: First Year and Sophomore students will be automatically registered for a PTH class. You do not need to register for PTH.*

When you have a complete schedule, click save at the bottom of the screen.

Q

ecn 111

x

Add Filters

Results (1)

ECN 111 - Introduction to Economics

2026 Fall Undergraduate (9)

Jessica Sauve-Syed

ECN 111-04

Open Lecture

MWF | 9:30 AM - 10:20 AM | RLY-109E | Jessica Sauve-Syed

ECN 111-05

Open Lecture

TR | 10:00 AM - 11:15 AM | RLY-109E | Nathan Cook

ECN 111-06

Open Lecture

TR | 11:30 AM - 12:45 PM | RLY-109E | Nathan Cook

Academic Period: 2026 Fall Undergraduate

Monday

Tuesday

Wednesday

Thursday

Friday

8 AM

9 AM

10 AM

11 AM

12 PM

MTH 115-01

Open Lecture

2026 Fall Undergraduate

8:30 AM - 9:45 AM

ECN 111-05

Open Lecture

2026 Fall Undergraduate

10:00 AM - 11:15 AM

ARH 135-01

Open Lecture

2026 Fall Undergraduate

ANT 262-01

Open Lecture

2026 Fall Undergraduate

MTH 115-01

Open Lecture

2026 Fall Undergraduate

8:30 AM - 9:45 AM

ECN 111-05

Open Lecture

2026 Fall Undergraduate

10:00 AM - 11:15 AM

ARH 135-01

Open Lecture

2026 Fall Undergraduate

ANT 262-01

Open Lecture

2026 Fall Undergraduate

ARH 135-01

Open Lecture

2026 Fall Undergraduate

ANT 262-01

Open Lecture

2026 Fall Undergraduate

<< < 1 > >>

Save Cancel

If you have selected a course that is full and does not have a waitlist, or that you are not eligible for the system will give you an error. You can then go back and adjust your schedule. If the error is that a course is full and you will be added to a waitlist, you can click save a second time and the schedule will save.

On the next page, you can choose to edit your schedule. The Start Registration Button (seen below) will only become available when your registration window is open.

Saved Schedule Name Fall 2026 schedule 1

Start Registration

Calendar View

Edit

Courses 4 items

Course	Grading Basis	Credits	Section	Section Status	Instructional Format
ANT 262 - Magic and Religion	Graded	4	ANT 262-01 - Magic and Religion	Open	Lecture
ARH 135 - Understanding Art: Connecting Objects & Histories	Graded	4	ARH 135-01 - Understanding Art: Connecting Objects & Histories	Open	Lecture
ECN 111 - Introduction to Economics	Graded	4	ECN 111-05 - Introduction to Economics	Open	Lecture
MTH 115 - Ideas in Mathematics	Graded	4	MTH 115-01 - Ideas in Mathematics	Open	Lecture

View My Saved Schedules

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 can see these by clicking “View My Saved Schedules”.

Also note, do not need to add courses for which you are already registered to your saved schedule. Courses that you are pre-registered for, e.g., a FYW seminar course or a course added by an academic department, will already be on your course schedule. You can see a list of currently registered courses by clicking “View My Courses” under the “Academic” worklet.