workday.

Find Course Sections and Enroll in Classes

To enroll in courses

Find Course Sections and Register for Courses

1. Type in the Workday Search bar, "Find Course Sections" and then, click the **report link** to find course sections currently offered.
2. The Institution should say University of New Orleans. For "Start Date within" select "Semester Calendar" then click on the academic year you want to view, for example, 2024-2025. Once the academic year is open, select the semester you want, for example 2024 Fall. Under Academic Level select the level of the courses you want to see, Dual Enrollment, Undergraduate, Graduate, or Non Credit.

Find Course Sections   ✕

Institution	*	✕ University of New Orleans ⋯
Start Date within	*	✕ 2024 Fall(08/19/2024-12/12/2024)
Academic Level	*	✕ Undergraduate
Campus Locations		

Cancel   OK

3. Click **OK** to view an unfiltered list of course sections, or fill in any of the fields to filter the report:
   a. Subject (e.g. English, Mathematics, Music, etc.)
   b. Section Status (e.g. Open, Closed, Waitlisted, etc.)
   c. Course Tags (e.g. Gen Ed Social Sciences, Gen Ed Humanities, etc.)
   d. Instructional Format (e.g. Lecture, Lab, Independent Study, etc.)
   e. Delivery Mode (e.g. In-Person, Online, Hybrid, etc.)
   f. Meeting Days (e.g. MWF, TuThu, etc.)
   g. Meeting Patterns (e.g. MWF 9:00-9:50, TuThu 11:00-12:15, etc.)
4. Once you have filtered to review the subject or courses you desire, click on the title of the course in Blue to open more information about the course.

ECON 1330-P001 - Financial Literacy
Financial Literacy | Open | Kevin H Schiffman
Section Details University of New Orleans | Monday/Wednesday/Friday | 8:00 AM - 8:50 AM

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5. If you wish to save the course while you look for others, click "Add to Saved Schedule." If you are ready to register for your course, click "Register."

6. You can elect to register for the course immediately or add the course to your saved schedule so you can continue searching for other courses.
   a. To register, Click the yellow "Register" button, or if you want to search for a different course, select "Cancel." Other available sections of the course will also show here so if you want to enroll in a different section, simply hit the select box to make sure the one want is checked. (Advance to step 7).

   b. To add to your saved schedule, click on Saved Schedules then "Create Student Registration Saved Schedule"

- Input a name for this saved schedule and click "Okay"

Create Student Registration Saved Schedule

Academic Period   * 2024 Fall

Saved Schedule Name * Fall 2024 Schedule ENGR 4.8.24

- Select "Choose Times" to pick the days/times of the courses.
- Review the sections available and check the box under select for the section you want then click "OK."

- Click on "Add Course Sections" to search for other courses to add to your saved schedule. Repeat these steps until you have added all courses. When you have added all courses, click "Start Registration."

- You will be able to confirm each section you desire for each class. Simply click thru each of the courses added to review the days and times then click "Register."

7. If registration is successful it will show a blue check with your successful registrations
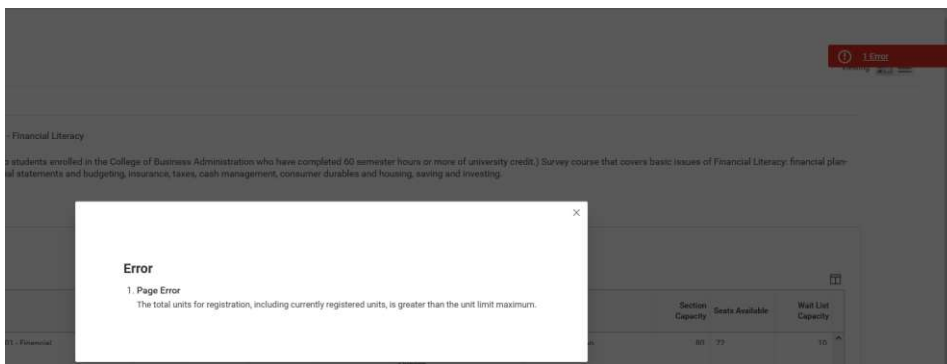

Successful Registrations

Registered Courses   1 item

8. If there is an error on registration, a red error message will pop up in the upper right corner. Click to open to message and a message will display about why the registration was unsuccessful.

Dropping a Course

1. Type in the Workday Search bar, "View My Courses" and then, click the **report link** to find courses you are enrolled in.
2. To Drop or Swap a course, click the drop or swap button to the right of the course you wish to drop.

3. To Drop a Course, Review the information to ensure you've selected the correct class and check the "Confirm" box then click "OK."

4. If the drop was successful, you will receive a confirmation message:

Drop Student Course Registration

The task was completed successfully.

5. If the drop was unsuccessful, a red error message will populate in the upper right corner. Click on it to open the full message and review.

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