Register for Courses

Students can register for course sections from a saved schedule and from the Find Course Sections report.

Register from Saved Schedule

If you have created a saved schedule, all course sections from the schedule can be registered in bulk.

1. From the student's Workday homepage, click the **Academics** application.
2. Under the Planning & Registration section, click **View My Saved Schedules**.
   a. **NOTE**: Fields with red asterisks are required fields.
3. From the 'View My Saved Schedules' page, select a **Start Date within** by either typing the period or selecting from the prompt.
4. Click **OK** to continue to display Saved Schedule(s). If more than one schedule is displayed, verify the Schedule Name.
5. Click **Start Registration** button under the saved schedule you wish to register.
   a. A list of courses from the plan will be listed in a column. Click the course to verify the selected course section.
6. Click **Register** button to register ALL course sections from the saved schedule.
   a. Register from the Saved Schedule page will list and indicate all "*Successfully Registered Courses*".

Register from Course Sections from Find Course Sections Report

Students can register from the **Find Course Sections** report. There are two ways to register, either from the course section's **Related Actions** or the **course section name link**. See steps below:

1. From the student's Workday homepage, click the **Academics** application.
2. Under the Planning & Registration section, click **Find Course Sections link**.
   a. **NOTE**: Fields with red asterisks are required fields.
3. From the 'Find Course Section' page, select a **Start Date within** by either typing the period or selecting from the prompt.
4. Select an **Academic Level**.
5. **Location** is optional.

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6. Click **OK** to continue to the 'Find Course Sections' report. Course Sections can be filtered by the categories on the left, such as subject or by Instructors.
7. There are **two ways** to register for a course section from this report. Follow steps below:

   a. **Register by a Course Section's Related Actions**:
      - From the 'Find Course Sections Report', hover the mouse at the end of a course section name link and click the **Related Actions (three dots) icon** that appears.
      - Scroll to the bottom of the pop-up window to display the action buttons.
      - Click **Register**. You will need to click another Register button in the next step to complete the process.
      - On the 'Register for Course Section' page, verify the course section and click **Register** (again).
      - Register for Course Section page will appear and display the course was successfully registered.

   b. **Register by the Course Section's Name Link:**
      - From the 'Find Course Sections Report', click the **course section name link**.
      - On the 'View Course Sections' page, click **Register**. You will need to click another Register button in the next step to complete the process.
      - From the 'Register for Course Section' page, verify the course section and click **Register** (again).
      - Register for Course Section page will appear and display the course was successfully registered.