

This quick reference guide (QRG) provides instructions on how to register for courses from your academic plan in Workday.

To register from your academic plan, complete the following steps.

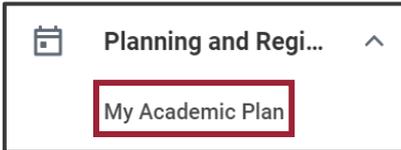
REGISTER FROM ACADEMIC PLAN

From the Workday Home page:

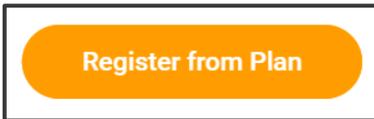
1. Click the **Global Navigation Menu**.
2. Select **Academics Hub**.



3. Click the **Planning and Registration** tab.
4. Click **My Academic Plan**.



5. Click **Register from Plan**.



Note: If you do not have the option to **Register from Plan**, please contact your academic advisor for assistance.

6. Select a course from the menu on the left.
7. Check the **Select** box to select your desired course section for each planned course.

Select	Section	Eligible	Section Status	Start Date	End Date	Delivery Mode
<input checked="" type="checkbox"/>	SPCH 10003-001 - Oral Communication	<input checked="" type="checkbox"/>	Open	08/19/2024	12/13/2024	In-Person
<input type="checkbox"/>	SPCH 10003-002 - Oral Communication	<input checked="" type="checkbox"/>	Open	08/19/2024	12/13/2024	In-Person

7. If it does not automatically populate select the 'Graded' **Grading Basis**.



8. Click **Register**.
9. Review your **Successfully Registered Courses**.



Note: If you receive any errors or are not able to register, please contact your academic advisor for assistance.