

This quick reference guide (QRG) provides instructions on how to register for a course from the Find Course Section report in Workday. If you receive any errors or are unable to register for a course, please contact your academic advisor for support. This process can only be completed if your institution allows student self-service.

To register students from the Find Course Section Report, complete the following steps.

REGISTER FROM FIND COURSE SECTION REPORT

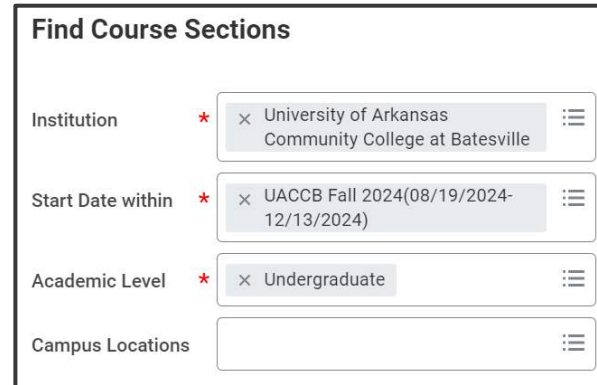
From the Workday Home page:

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

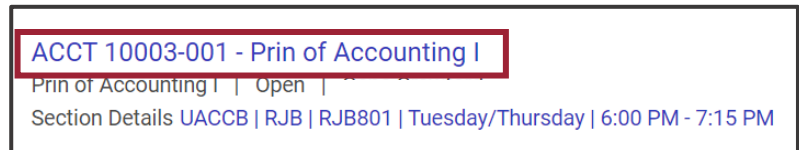


3. Click the **Planning and Registration** tab.
4. Click **Find Course Sections**.
5. If it does not automatically populate or if you are a student at multiple institutions, select your desired institution from the **Institution** dropdown list.
6. Select the academic term you wish to register for from the **Start Date within** dropdown list.
7. Select the appropriate **Academic Level**.

5. Optional – Select your desired **Campus Location** if your institution has multiple options.

A screenshot of a "Find Course Sections" filter form. It has four rows, each with a label, a dropdown menu, and a red asterisk icon. The first row is "Institution" with a dropdown showing "University of Arkansas Community College at Batesville". The second row is "Start Date within" with a dropdown showing "UACCB Fall 2024(08/19/2024-12/13/2024)". The third row is "Academic Level" with a dropdown showing "Undergraduate". The fourth row is "Campus Locations" with an empty dropdown. Each dropdown has a red asterisk icon and a menu icon (three horizontal lines) on the right.

9. Click **OK**.
10. Use the **Search** bar under **Find Course Sections** or the filters to find your desired course.
11. Click title of the course section you would like to take.



12. Click **Register**. Please note some courses will require you to complete steps 13 and 14 to register.
13. If necessary - Select 'Graded' from the **Grading Basis** dropdown list.
14. If necessary - Click **Register**.
15. Review your **Successfully Registered Courses**.