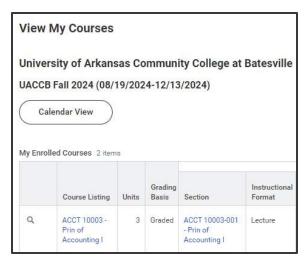This quick reference guide (QRG) provides instructions on how to view your class schedule in Workday.

To view your class schedule, complete the following steps.

VIEW MY CLASS SCHEDULE

From the Workday Home page:

1. Click the **Global Navigation Menu**.
2. Select **Academics Hub**.
3. Click **Planning and Registration**.
4. Click **Current Classes**.

View My Courses

University of Arkansas Community College at Batesville

UACCB Fall 2024 (08/19/2024-12/13/2024)

[Calendar View]

My Enrolled Courses 2 items

	Course Listing	Units	Grading Basis	Section	Instructional Format
🔍	ACCT 10003 - Prin of Accounting I	3	Graded	ACCT 10003-001 - Prin of Accounting I	Lecture

PRINT MY CLASS SCHEDULE

To print your class schedule from the Workday Home page:

1. Type and select 'My Class Schedule' in the search bar.

The *My Class Schedule* screen displays.

2. Select the **Academic Period** or Periods you would like to print.

   Note: It is recommended you select all Academic Periods for the term you are wanting to print. For example, UACCB's Fall 2024, Fall I 2024, and Fall II 2024. To select all Academic Periods at one time, hold down the ctrl button on your keyboard and mark each box.

My Class Schedule

Academic Period
- ✕ UACCB Fall 2024 (08/19/2024-12/13/2024)
- ✕ UACCB Fall I 2024 (08/19/2024-10/11/2024)
- ✕ UACCB Fall II 2024 (10/14/2024-12/13/2024)

3. Click **OK**.
4. Click **PDF** in the top right corner of the page.
5. Click **Download**.
6. Click **Save**.
7. Open the PDF from your downloads.
8. Click **Print this file**.