

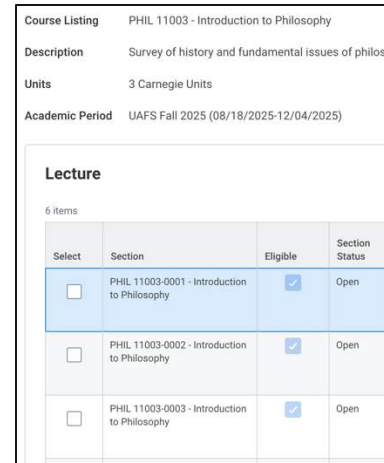
This quick reference guide (QRG) provides instructions on how to create and save a future class schedule in Workday.

CREATE A SAVED SCHEDULE FROM ACADEMIC PLAN

If you already have an academic plan, either that your advisor created or that you created yourself, you can then make a Saved Schedule of the sections of each course you would like to register for. From the Workday Home page:

1. Click the **Profile Icon** in the top right-hand corner of the page.
2. Click the **View Profile** button.
3. Select **Academics** from your left menu.
4. Click the **Plan** tab.
5. Click the **Create Saved Schedule** button.
6. Choose the semester you wish to create a saved schedule for using the **Start Date within** dropdown list.
7. Click **OK**.
8. Enter a **Saved Schedule Name**. We recommend naming the schedule, the term and year you are making the schedule for, and the current date you are making the schedule. For example: Fall 2025 - 3/15/24
9. Click **OK**.

10. The courses displayed will be from your Academic Plan. For each course, check the **Select** checkbox for the section of the course you would like to add to your saved schedule.



Course Listing	PHIL 11003 - Introduction to Philosophy		
Description	Survey of history and fundamental issues of philosophy		
Units	3 Carnegie Units		
Academic Period	UAFS Fall 2025 (08/18/2025-12/04/2025)		
Lecture			
6 items			
Select	Section	Eligible	Section Status
<input type="checkbox"/>	PHIL 11003-0001 - Introduction to Philosophy	<input checked="" type="checkbox"/>	Open
<input type="checkbox"/>	PHIL 11003-0002 - Introduction to Philosophy	<input checked="" type="checkbox"/>	Open
<input type="checkbox"/>	PHIL 11003-0003 - Introduction to Philosophy	<input checked="" type="checkbox"/>	Open

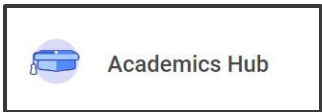
11. Repeat for each course on your plan. Workday will let you know if you select sections that overlap in time so you can pick a different one that does not overlap.
12. After sections for all courses have been selected, click **OK**.
13. Once your registration appointment is open, return to the Plan tab and select View Saved Schedules. You will be taken to your Saved Schedules and can utilize the Register button to register for the courses.

CREATE A SAVED SCHEDULE FROM FIND COURSE SECTIONS

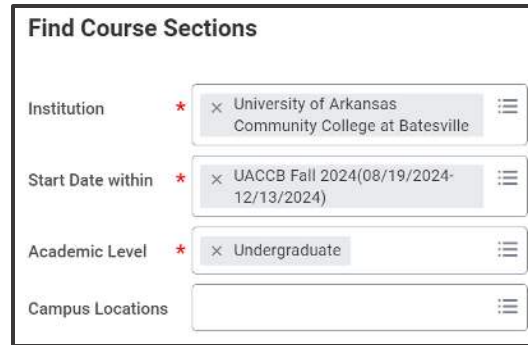
A Saved Schedule can also be created by locating courses from Find Course Sections and using individual courses to create a schedule. To locate courses:

From the Workday Home page:

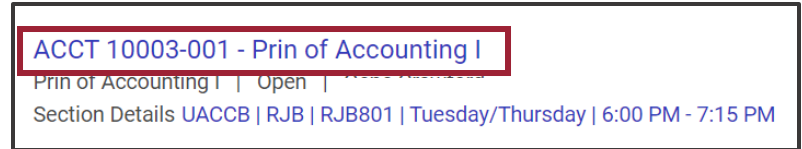
1. Click the **Global Navigation Menu**.
2. Select **Academics Hub**.



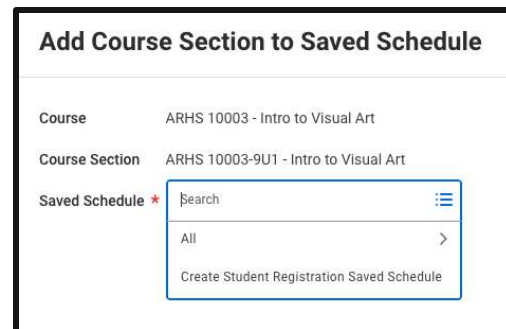
3. Click the **Planning and Registration** tab.
4. Click **Find Course Sections**.
5. If it does not automatically populate or if you are a student at multiple institutions, select your desired institution from the **Institution** dropdown list.
6. Select the academic term you wish to register for from the **Start Date within** dropdown list. Hint: type in your campus acronym, the semester (Fall, Spring, Summer) and the year, such as UALR Fall 2025.
7. Select the appropriate **Academic Level**.

A screenshot of the "Find Course Sections" filter form. It includes four filter categories: "Institution" with a dropdown showing "University of Arkansas Community College at Batesville"; "Start Date within" with a dropdown showing "UACCB Fall 2024(08/19/2024-12/13/2024)"; "Academic Level" with a dropdown showing "Undergraduate"; and "Campus Locations" with an empty dropdown. Each dropdown has a red asterisk and a clear (X) button.

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

A screenshot of a course section information display. The title "ACCT 10003-001 - Prin of Accounting I" is highlighted with a red box. Below the title, it says "Prin of Accounting I | Open | ...". At the bottom, it says "Section Details UACCB | RJB | RJB801 | Tuesday/Thursday | 6:00 PM - 7:15 PM".

11. Once the course section information display, click the blue **Add to Saved Schedule** button.
12. Click into the Saved Schedule field and select **Create Student Registration Saved Schedule**.

A screenshot of the "Add Course Section to Saved Schedule" form. It shows the course "ARHS 10003 - Intro to Visual Art" and the section "ARHS 10003-9U1 - Intro to Visual Art". Below this is a "Saved Schedule" field with a search bar and a dropdown menu. The dropdown menu is open, showing "All" and "Create Student Registration Saved Schedule".

- 13. Enter a **Saved Schedule Name**, then click **OK**.
- 14. Click the **Choose Times** button.
- 15. Select the checkbox to the left of the section you would like to add to the Saved Schedule.

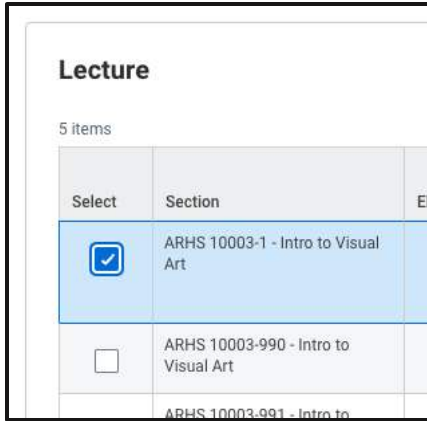


Note: Creating a Saved Schedule does **not** register you in those sections or save a seat for you. Once your registration appointment is open, you will then need to register for the courses.

Additional Resources

[Register from Saved Schedule Guide](#)

[Create and Register from Saved Schedule Demo Video](#)



- 16. Click **OK**. The Saved Schedule then displays.
- 17. Click **Add Course Sections** to return to the list of course sections and select additional courses to save. Repeat until your schedule is built.

Academic Period UALR Fall 2025 (08/20/2025-12/11/2025)

Saved Schedule Name Schedule 1