

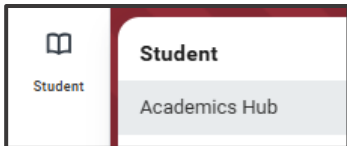
This quick reference guide (QRG) provides instructions on how to register for a course or courses from a saved schedule in Workday. If you have not created a saved schedule, you will not be able to register for courses using this process. More information on how to create a saved schedule can be found [here for a QRG](#) or here for a [video](#).

To register from a saved schedule, complete the following steps.

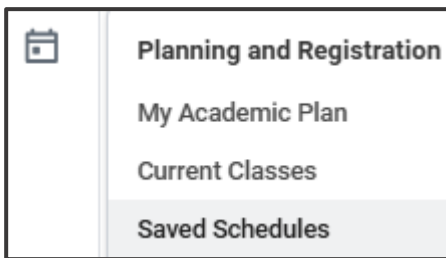
REGISTER FROM SAVED SCHEDULE

From the Workday Home page:

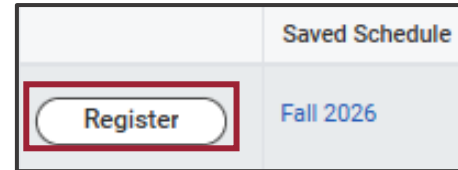
1. Hover over **Student** on the lefthand Menu.
2. Select **Academics Hub** from the dropdown list.




3. Click the **Planning and Registration** icon.
4. Select **Saved Schedules**.




5. Click the **Register** button beside the Saved Schedule you would like to use to register.



 **Note:** If you do not have the Register button, check for holds on your student account and check your registration appointment. Then contact your academic advisor for [support](#).

6. Review the selected courses and sections then click Register at the bottom of the screen.
7. Review your **Registrations**.

 **Note:** It is important to review your registrations on this page. In addition to successful registrations, any courses that were not successfully registered or if you were placed on a waitlist that will be displayed.

Course	Section	Reason
ACCT 20103 - Principles Accounting II	ACCT 20103-9U1 - Principles Accounting	Does not meet registration eligibility requirements

Waitlisted Courses 1 item	
Course	Action
ACCT 20003 - Principles Accounting I	Drop