

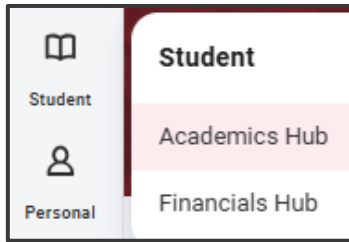
This quick reference guide (QRG) explains how to create a saved schedule using the Find Course Sections report in Workday. A saved schedule can only be created if your institution has published the schedule for the academic period. Saved schedules allow students to select specific course sections in advance and register for them once registration opens or when they decide which courses to take for that academic period. Multiple saved schedules can be created for a single academic period.

To create a saved schedule from the Find Course Sections report, complete the following steps.

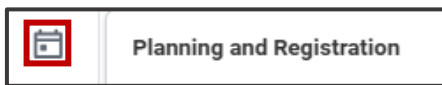
CREATE SAVED SCHEDULE

From the Workday Home page:

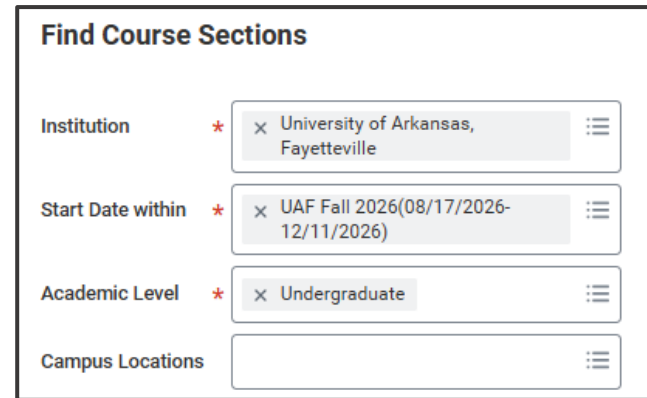
1. Hover over Student on the Student Profile Menu.
2. Select **Academics Hub** from the list.



3. Click the **Planning and Registration** tab.



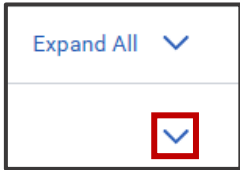
4. Select **Find Course Sections** from the list.
5. If it does not automatically populate or if you are a student at multiple institutions, select your desired institution from the **Institution** dropdown list.
6. Select the academic term you wish to register for from the **Start Date within** dropdown list. It is recommended you type your institutions acronym followed by the academic period and year, then press enter on your keyboard. For example, UAF Fall 2026.
7. Select the appropriate **Academic Level** for the courses. In most cases this will be the Undergraduate option.
8. Optional – Select a Campus Location if desired and available.



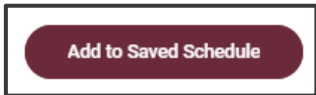
9. Click **OK**.
10. Use the **Search** bar under **Find Course Sections** or the filters to find your desired course.

Create Saved Schedule from Find Course Sections

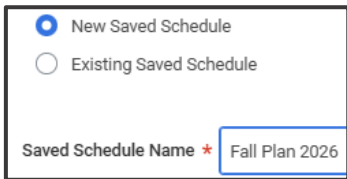
- Click title of the course section you would like to take. Clicking the arrow beside a course section will display more information about the course or you can click Expand All to have all details shown.




- Click the **Add to Saved Schedule** button. At the bottom of the screen.



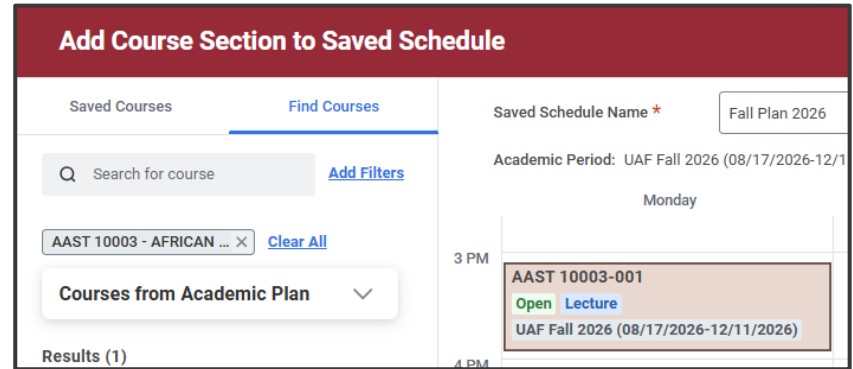
- Click the **Add to New Saved Schedule** radio button.
- Enter a **Name** for the saved schedule. For example, Fall Plan 2026.



- Click **OK**.

 **Note:** Workday will now open the weekly calendar view for your Saved Schedule.

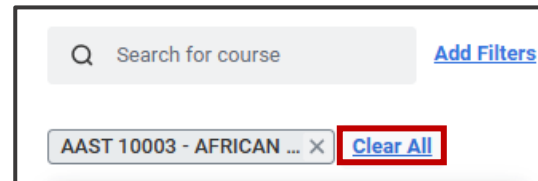
- Review the selected course section. If the selected section does not have an assigned meeting pattern, then it will not appear on the weekly calendar.



- If you are finished creating your Saved Schedule, click the **Save** button at the bottom of the screen. If you want to add additional courses, proceed to the next section. The final section of this QRG contains information about how to register using a Saved Schedule.

ADD ADDITIONAL COURSES TO SAVED SCHEDULE

- Click the **Clear All** button.



- Use the Search for course bar to narrow results or click the **Course** you would like to review sections for from the Results list.

Create Saved Schedule from Find Course Sections

20. Review the Course Sections and then click the **Add Course Section** button for the desired course section.

ACCT 20103 - ACCOUNTING PRINCIPLES

UAF Fall 2026 (08/17/2026-12/11/2026) (13)

ACCT 20103-009 + ⓘ

Open Lecture

Monday/Wednesday/Friday | 12:55 PM - 1:45 PM | WJW 8 | Brandi



Note: A course can be removed from a Saved Schedule by clicking the trash can icon that replaces the Add course section button or by click the course on the calendar and clicking the Remove Section option.

ACCT 20103-009 ⓘ

Open Lecture

Monday/Wednesday/Friday | 12:55 PM -

🗑️ Remove Section

21. Repeat steps 18 through 21 as needed. Then click the **Save** button once all desired course sections has been added to your Saved Schedule. If you later return to the Find Course Sections report, you will be able to add courses from that report to your previously-created saved schedule.

REGISTER FROM A SAVED SCHEDULE

From your Academics Hub :

1. Click the **Planning and Registration** tab.
2. Select **Saved Schedules** from the dropdown list.

Planning and Registration

My Academic Plan

Current Classes

Saved Schedules ✓

3. Click the **Register** button for the saved schedule you would like to use for registration.



Note: If you do not have the Register button, check for holds on your student account then contact your institution for support.

Register Spring 2026 Plan

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