Create Saved Schedule from Find Course Sections

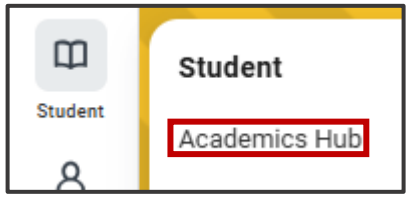
This quick reference guide (QRG) explains how to create a saved schedule using the Find Course Sections report in Workday. A saved schedule can only be created if your institution has published the schedule for the academic period. Saved schedules allow students to select specific course sections in 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

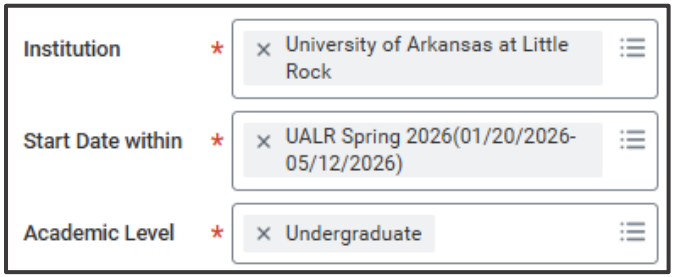
From the Workday Home page:

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

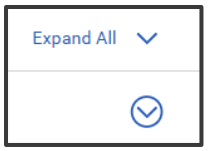


3. Click the **Planning and Registration** tab.

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, UALR Spring 2026.
7. Select the appropriate **Academic Level**. In most cases this will be the Undergraduate option.



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. Note clicking the arrow beside a course section will display more information about the course.



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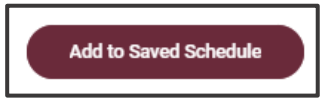
12. To add the course to a saved schedule, click the **Add to Saved Schedule** button at the bottom of the screen.



13. Click into the **Saved Schedule** field and then select **Create Student Registration Saved Schedule** from the dropdown list.
14. Enter a **Name** for the saved schedule. For example, Spring 2026 Plan.

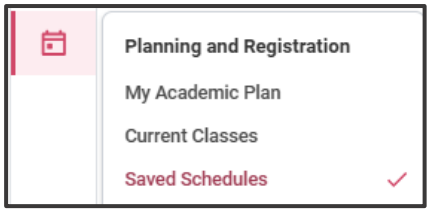
15. Click **OK**.
16. Click the **Choose Times** button.
17. Review the selected section of the course and edit or change to a different section if desired.
18. Click **OK**.
19. Click **Done**.
20. Repeat steps 5 through 19 as needed.

Note: After you create a saved schedule, you may skip step 14 and select the previously saved schedule from the dropdown list on step 13.

REGISTER FROM A SAVED SCHEDULE

From your Academics Hub :

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



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.

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