

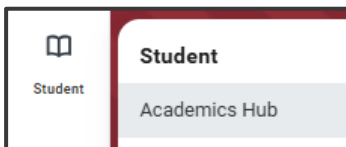
This quick reference guide (QRG) explains how to create a saved schedule in Workday. A saved schedule allows you to select specific course sections that you intend to register for once registration opens. Saved schedules can only be created if your institution has published the schedule for that academic period. Please note that creating a saved schedule does not guarantee a seat in any course section.

To create and save your proposed schedule for an upcoming academic period, complete the following steps.

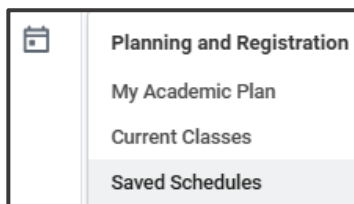
CREATE A SAVED SCHEDULE

From the Workday Home page:

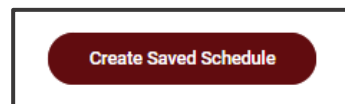
1. Hover over **Student** on the lefthand Menu.
2. Select **Academics Hub** from the dropdown list.



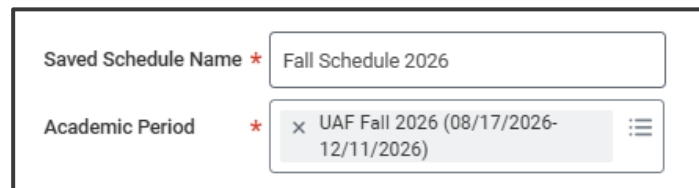
3. Click the **Planning and Registration** icon.
4. Select **Saved Schedules**.



5. Click the **Create Saved Schedule** button.



6. Enter a name for the **Saved Schedule**, for example, Fall Schedule 2026.
7. Select the **Academic Period** from the dropdown list. Only available periods will be displayed. Selecting the standard academic period (such as Fall 2026), will allow you to also plan courses from sub terms (such as Fall Eight-Week One).



8. Click **OK**.



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

9. On the left side, use the 'Search for course' bar to narrow results or click the **Course** you would like to review sections for from the Results list.



Note: Click **Add Filters** to narrow results by options such as delivery mode, meeting days, instructor, or campus location.

10. 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

11. Repeat steps 10 and 11 as needed. Then, click the **Save** button once all desired course sections has been added to your Saved Schedule.



Note: More information about how to [register from a saved schedule](#) and [preparing for registration](#) can be found at the provided links.

Create Saved Schedule
🗑️ ⓘ

Saved Courses Find Courses

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Courses from Academic Plan v

Results (24)

SPAN 10103 - ELEMENTARY SPANISH I

UAF Fall 2026 (08/17/2026-12/11/2026) (15)

SPAN 10103-009 + ⓘ

Open Lecture

Monday/Wednesday/Friday | 2:00 PM - 2:50 PM | (No location) | (No instructor)

SPAN 10103-010 + ⓘ

Open Lecture

Monday/Wednesday/Friday | 2:00 PM - 2:50 PM | (No location) | (No instructor)

SPAN 10103-011 + ⓘ

Saved Schedule Name *

Academic Period: UAF Fall 2026 (08/17/2026-12/11/2026)

	Monday	Tuesday	Wednesday
12 PM			
1 PM	ACCT 20103-008 Open Lecture UAF Fall 2026 (08/17/2026-12/11/2026)	HIST 20003-013 Open Lecture UAF Fall 2026 (08/17/2026-12/11/2026) 12:30 PM - 1:45 PM	ACCT 20103-008 Open Lecture UAF Fall 2026 (08/17/2026-12/11/2026)
2 PM			
3 PM	ENGL 10103-012 Open Lecture UAF Fall 2026 (08/17/2026-12/11/2026)	COMM 23203-003 Open Lecture UAF Fall 2026 (08/17/2026-12/11/2026) 3:30 PM - 4:45 PM	ENGL 10103-012 Open Lecture UAF Fall 2026 (08/17/2026-12/11/2026)
4 PM			

In the example above, the student has added four courses to their saved schedule and is now looking to add an additional course. If a selected course does not have an assigned weekly meeting time, it will not appear in the saved schedule's weekly calendar view. The course can still be added, but it will not display on the calendar.