

How to Register for Classes in Workday

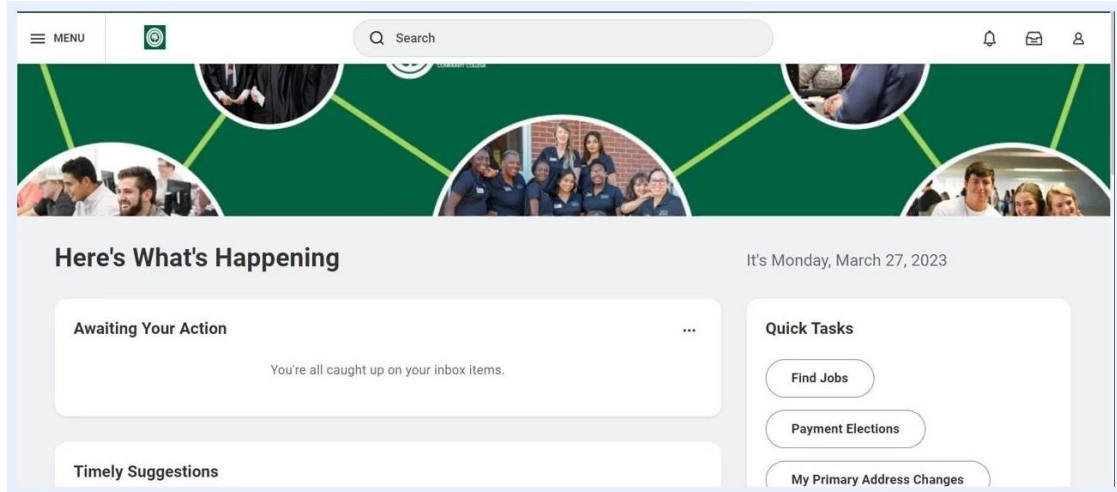
This guide walks you through how to register for classes in Workday using your academic plan. You'll learn how to navigate from your dashboard to your academic plan, select course sections, submit your registration, and review or edit your enrolled courses afterward.

Prerequisites

Before registering, make sure you have created an academic plan. If you're unsure whether your academic plan is set up, review the guide on creating an academic plan or consult your advisor. Keep in mind that your academic plan is a planning tool only—it does not automatically register you for courses.

Step 1: Log in to Workday

Access the Workday portal using your credentials. Once logged in, you'll see your dashboard, which includes sections such as Here's What's Happening, Awaiting Your Action, and Quick Tasks.



Workday dashboard showing the "Here's What's Happening," "Awaiting Your Action," and "Quick Tasks" panels

Step 2: Navigate to your profile

Locate your profile icon in the upper right-hand corner of the Workday dashboard. Click on your profile icon, then select View Profile from the dropdown menu.

Step 3: Access the Academics section

In your profile, look at the left-hand navigation menu and click Academics to view your academic information.

The screenshot shows a web interface for an academic profile. On the left, a navigation menu lists several courses: BIOL 1544 - Principles of Biology I (4 Semester Credits), COMM 1303 - Public Speaking (3 Semester Credits), ENGL 1013 - English Composition I (3 Semester Credits), and HIST 2013 - Hist of Amer People Since 1877 (3 Semester Credits). The 'ENGL 1013 - English Composition I' course is highlighted. The main content area displays details for this course, including a description, prerequisites, and a table of lecture sections. The 'Register' button is highlighted in orange.

Course Listing ENGL 1013 - English Composition I

Description (F, S, SUM) Guiding the student through the process of writing with regular practice and analysis of effective writing, this first course of the composition sequence emphasizes the writing of clear, concise, developed academic prose. Generally, students are expected to follow the rules of Standard American English and formatting conventions, to understand paragraph development, and to write a research assignment involving the integration of sources. Prerequisites: Minimum placement score (19 ACT English/Reading subscore or equivalent), or co-enrollment in an approved ENGA course(s), or successful completion of an approved ENGA or ENGC course(s).

Eligible ☒

Lecture

5 items

Select	Section	Eligible	Section Status	Start Date	End Date	Delivery Mode	Meeting Patterns	Instructor	Section Capacity	Seats Available	Wait List Capacity
☐	ENGL 1013-1 - English	☒	Open	08/21/2022	12/17/2022	In-Person	TR 3:00 PM - 4:15	Steven Trunk	24	19	0

Register **Cancel**

Profile view with the Academics section highlighted in the left navigation menu

Step 4: Open your academic plan

At the top center of the Academics page, select the Plan tab. Review your academic plan to confirm it contains the courses you intend to register for.

Step 5: Register from your plan

Click the Register from Plan button, typically located near the top of the Plan page. You'll see a list of courses for the academic period you selected.

The screenshot shows a web interface for adding courses. On the left, a sidebar titled 'Add Course' lists several courses: BIOL 1544 - Principles of Biology I (4 Semester Credits), COMM 1303 - Public Speaking (3 Semester Credits), ENGL 1013 - English Composition I (3 Semester Credits), and HIST 2013 - Hist of Amer People Since 1877 (3 Semester Credits). The 'ENGL 1013 - English Composition I' course is selected and highlighted. On the right, the details for this course are displayed. The 'Course Listing' section shows 'ENGL 1013 - English Composition I'. The 'Description' section provides a detailed overview of the course, including its focus on writing practice and analysis, and its prerequisites. The 'Eligible' checkbox is checked. Below this, the 'Lecture' section shows a table with 5 items. The table has columns for Select, Section, Eligible, Section Status, Start Date, End Date, Delivery Mode, Meeting Patterns, Instructor, Section Capacity, Seats Available, and Wait List Capacity. The first row shows a section for ENGL 1013-1 - English, which is eligible, open, and has a start date of 08/21/2022 and an end date of 12/17/2022. The delivery mode is In-Person, and the meeting pattern is TR 3:00 PM - 4:15. The instructor is Steven Trunk. The section capacity is 24, and there are 19 seats available. The wait list capacity is 0.

Select	Section	Eligible	Section Status	Start Date	End Date	Delivery Mode	Meeting Patterns	Instructor	Section Capacity	Seats Available	Wait List Capacity
☐	ENGL 1013-1 - English	☒	Open	08/21/2022	12/17/2022	In-Person	TR 3:00 PM - 4:15	Steven Trunk	24	19	0

Plan tab with the "Register from Plan" button and a list of courses for the academic year

Step 6: Select courses for registration

For each course listed, click on the course to view its available sections. Review the following details for each section:

- Delivery Mode (e.g., In-Person, Online)
- Meeting Pattern (days and times)
- Seats Available
- Instructor

Click the checkbox next to the section you want to register for.

Course Listing ENGL 1013 - English Composition I

Description (F, S, SUM) Guiding the student through the process of writing with regular practice and analysis of effective writing, this first course of the composition sequence emphasizes the writing of clear, concise, developed academic prose. Generally, students are expected to follow the rules of Standard American English and formatting conventions, to understand paragraph development, and to write a research assignment involving the integration of sources. Prerequisites: Minimum placement score (19 ACT English/Reading subscore or equivalent), or co-enrollment in an approved ENGA course(s), or successful completion of an approved ENGA or ENGC course(s).

Eligible ☒

Lecture

5 items

Select	Section	Eligible	Section Status	Start Date	End Date	Delivery Mode	Meeting Patterns	Instr
☐	ENGL 1013-1 - English Composition I	☒	Open	08/21/2023	12/17/2023	In-Person	TR 3:00 PM - 4:15 PM NWACC WC 224	Ste
☐	ENGL 1013-4 - English Composition I	☒	Open	08/21/2023	12/15/2023	Online		Lon
☐	ENGL 1013-5 - English Composition I	☒	Open	08/19/2023	12/15/2023	In-Person	TR 10:30 AM - 11:45 AM Burns 1019	Lon

Register **Cancel**

Course selection screen showing section details, delivery mode, meeting patterns, and selection checkboxes

Step 7: Finalize and submit your registration

After selecting all desired course sections, click the Register button at the bottom left of the screen.

Course Listing ENGL 1013 - English Composition I

Description (F, S, SUM) Guiding the student through the process of writing with regular practice and analysis of effective writing, this first course of the composition sequence emphasizes the writing of clear, concise, developed academic prose. Generally, students are expected to follow the rules of Standard American English and formatting conventions, to understand paragraph development, and to write a research assignment involving the integration of sources. Prerequisites: Minimum placement score (19 ACT English/Reading subscore or equivalent), or co-enrollment in an approved ENGA course(s), or successful completion of an approved ENGA or ENGC course(s).

Eligible ☒

Lecture

5 items

Select	Section	Eligible	Section Status	Start Date	End Date	Delivery Mode	Meeting Patterns	Instr
☐	ENGL 1013-1 - English Composition I	☒	Open	08/21/2023	12/17/2023	In-Person	TR 3:00 PM - 4:15 PM NWACC WC 224	Ste
☐	ENGL 1013-4 - English Composition I	☒	Open	08/21/2023	12/15/2023	Online		Lon
☐	ENGL 1013-5 - English Composition I	☒	Open	08/19/2023	12/15/2023	In-Person	TR 10:30 AM - 11:45 AM Burns 1019	Lon

Register **Cancel**

Register button highlighted after selecting course sections

Once registration is complete, you'll see a confirmation screen listing the courses you've registered for. Use the available buttons to view your registered courses or your account details.

Viewing and editing your registered courses

After completing your registration, you can view your enrolled courses and make changes during the active registration period.

View your registered courses

On the View My Courses page, confirm your program and term (for example, Associate of Arts Major (A.A.), Fall 2023). Review the list of your enrolled courses under My Enrolled Courses. Each course displays:

- Course Listing (e.g., BIOL 1544 - Principles of Biology I)
- Credits (e.g., 4)
- Grading Basis (e.g., Graded)
- Section (e.g., BIOL 1544-1)
- Instructional Format (e.g., Lecture)
- Delivery Mode (e.g., Online, In-Person)
- Meeting Pattern (e.g., MW | 10:30 AM)

Use the View Schedule button to see your course schedule in calendar or list format.

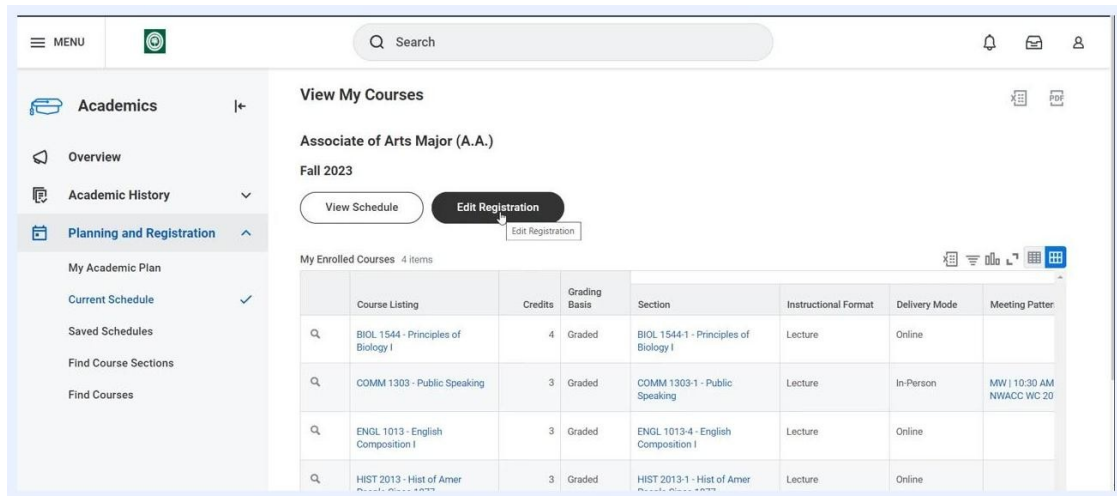
The screenshot shows the 'View My Courses' interface. On the left is a sidebar with navigation links: Academics, Overview, Academic History, and Planning and Registration (which is expanded to show My Academic Plan, Current Schedule, Saved Schedules, Find Course Sections, and Find Courses). The main content area is titled 'View My Courses' and shows 'Associate of Arts Major (A.A.)' for 'Fall 2023'. Below this are two buttons: 'View Schedule' and 'Edit Registration'. A table titled 'My Enrolled Courses' with 4 items is displayed. The table has columns for Course Listing, Credits, Grading Basis, Section, Instructional Format, Delivery Mode, and Meeting Pattern.

	Course Listing	Credits	Grading Basis	Section	Instructional Format	Delivery Mode	Meeting Pattern
Q	BIOL 1544 - Principles of Biology I	4	Graded	BIOL 1544-1 - Principles of Biology I	Lecture	Online	
Q	COMM 1303 - Public Speaking	3	Graded	COMM 1303-1 - Public Speaking	Lecture	In-Person	MW 10:30 AM NWACC WC 20
Q	ENGL 1013 - English Composition I	3	Graded	ENGL 1013-4 - English Composition I	Lecture	Online	
Q	HIST 2013 - Hist of Amer	3	Graded	HIST 2013-1 - Hist of Amer	Lecture	Online	

View My Courses screen showing enrolled courses, View Schedule, and Edit Registration buttons

Edit your registration during the active registration period

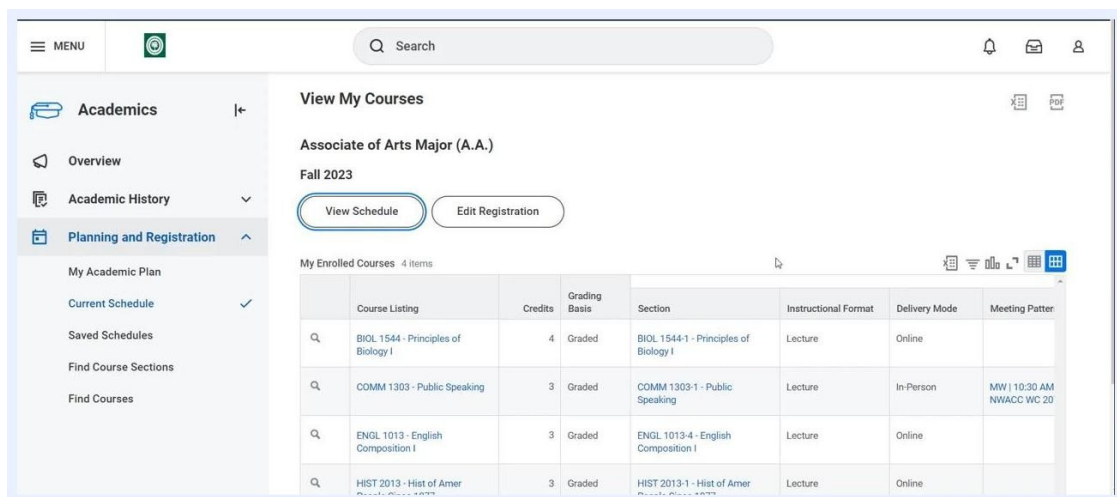
If you need to change your registration—add, drop, or swap courses—click the Edit Registration button at the top of the View My Courses page. This option is only available during the active registration period. Follow the prompts to make changes to your course selections as needed.



Edit Registration button highlighted on the View My Courses page

Confirm registration completion

Once you've finalized your registration, you'll see a confirmation message indicating that your registration is complete. Your enrolled courses remain visible on the View My Courses page for future reference.



Confirmation screen showing registered courses with options to view schedule or edit registration

Summary

By following these steps, you can efficiently register for courses using your academic plan in Workday, and review or adjust your selections during the registration period. Always double-check your selections and consult your advisor if you have any questions about your academic plan or course choices.